

**THE  
EXTENSION  
DEPARTMENT  
OF THE SUNDAY SCHOOL**

**(Revised Edition)**

**JOSEPH T. WATTS**



**Gardner Webb College Library**

Dover Memorial Library  
Gardner-Webb College










**THE EXTENSION DEPARTMENT  
OF THE SUNDAY SCHOOL**



Digitized by the Internet Archive  
in 2022 with funding from  
Kahle/Austin Foundation



# THE EXTENSION DEPARTMENT of the Sunday School

(Revised Edition)

JOSEPH T. WATTS, D.D.



NASHVILLE, TENNESSEE  
THE SUNDAY SCHOOL BOARD  
of the  
SOUTHERN BAPTIST CONVENTION

268.421  
W349e

BX  
6223  
W35  
1936

Copyright, 1930  
Revised Edition, 1936  
Revised Edition, 1942  
The Sunday School Board  
of the  
Southern Baptist Convention  
Nashville, Tennessee

Printed in the United States of America  
3.75N473

## INTRODUCTION

Some years ago at the request of the Department of Young People's and Adult Sunday School Work of the Baptist Sunday School Board, to whom the promotion of the Extension department of the Sunday school was committed, Dr. Joseph T. Watts, General Secretary of the Baptist State Mission Board of Maryland, was asked to prepare for workers in this phase of Sunday school work a text to be used in the department section of our Sunday School Training Course. At that time the department was designated as the Home and Extension Department.

Because of his remarkable devotion to this work and his consequent wide experience both as Sunday School Secretary in Virginia and Maryland, Doctor Watts, more than any other man among Southern Baptists, was fitted for the task and produced the first textbook on this subject to be included by the Baptist Sunday School Board in its training course. The book met with a fine response and did its part in quickening the consciousness of our churches and Sunday schools throughout the South as to their responsibility in one of the most challenging enlistment problems of our Baptist churches.

Following the production of this original volume, the Sunday School Board added a worker to the staff of the department promoting this work. A marked development and progress in this vital work have been brought about. The name of the department has been changed to the "Extension department" and that of the *Home Department Magazine* to *The Better Home*. These, and other changes, along with its development have demanded a revision of the book in keeping with such changes and progress. This Department diligently collaborated with Dr. Watts in producing the revision of the original text, thus giving to our constituency an up-to-date presentation of the work of organizing and ad-

ministering the Extension department of the Sunday school.

With the highly esteemed author it is our desire that this newly revised volume, which our Sunday School Training Course offers, shall serve to help in establishing this vital department in its rightful place of importance along with other departments of the Sunday school.

WILLIAM P. PHILLIPS,

*Superintendent of Adult Sunday School Work, The  
Sunday School Department*

# DIRECTIONS FOR THE STUDY OF THIS BOOK

## REQUIREMENTS

### I. FOR TEACHERS

1. Ten class periods of forty-five minutes each are needed for the completion of a book.
2. Teachers of classes are given, without special examination, the same award as is provided for the classes which they teach.

### II. FOR CLASS MEMBERS

1. The student must be fifteen years of age or older.
2. The student must attend at least six forty-five minute class periods. Where students attended as many as five class periods, but less than six, an award can be granted only when the following method is used:

Take the usual written examination on the chapters studied and discussed in class.

Study the remaining chapters of the book in accordance with the individual method and hand the paper to the class teacher.

3. The student must take a written examination, making a minimum grade of 70 per cent.
4. The student must certify that the textbook has been read. (In rare cases where students may find it impracticable to read the book before the completion of the class work, the teacher may accept a promise to read the book carefully within the next two weeks.)

### III. FOR INDIVIDUAL STUDY

Those who for any reason wish to study the book without the guidance of a teacher will use one of the following methods:



1. Write answers to the questions printed in the book, or
2. Write a development of the chapter outlines.

If the first method is used, the student will study the book and then with the open book write a development of the chapter outlines.

Students may find profit in studying the text together, but individual papers are required. Carbon copies or duplicates in any form cannot be accepted.

All written work done by such students will be sent to the state Sunday school secretary.

## CONTENTS

CHAPTER	PAGE
I. Positionizing the Department .....	11
II. Membership Possibilities .....	29
III. The Department Ministry .....	43
IV. Organizing the Department .....	59
V. The Superintendent .....	72
VI. The Associate Superintendents and Secretary.	85
VII. Training the Workers .....	106
VIII. Essential Meetings .....	115
IX. The Visitor .....	128
Appendix—Origin and Progress, Suggested Pro- grams .....	143



## CHAPTER I

### POSITIONIZING THE DEPARTMENT

Never in the history of the world was there greater need for Bible study than at the present time. Surely the Bible is "a lamp shining in a dark place," and we do well to take heed thereto in times which are fraught with so much concern for human welfare. Many voices are calling to the people out of the darkness, which if followed will lead to greater confusion. As Lloyd George has said, "It is either Christ or chaos." And as Peter said in answer to a question from his Master, "To whom shall we go? thou hast the words of eternal life" (John 6:68).

#### I. THE PRESENT SITUATION

In former times the masses of the people were largely dependent upon the ministry of the pulpit for Bible knowledge.

##### 1. *Neglect of Bible Study*

Now that literacy is widespread, brought about by the inauguration of the modern Sunday school, which led to the establishment of the public school, the great need is that the people generally shall be enlisted in Bible study. This study should be made under Sunday school auspices, for, notwithstanding the great progress that has been made in popular education, many who have enjoyed good educational advantages are still without a knowledge of the Bible.

The burden of responsibility for teaching the Bible now rests upon the churches through their Sunday schools, and through Christian homes, especially in our country where Bible teaching or discussion in public schools is not permitted. Sad it is in a land of religious freedom, with Bibles an almost universal possession, that

## 12 THE EXTENSION DEPARTMENT

so many people are neglectful of the "wonderful words of life."

### a. *Prevalent*

Let us take a look at the situation in the Southern Baptist Convention territory as given by E. P. All-dredge, statistician of our denomination.

Population (1940) figures .....	45,798,508
Enrolled in Sunday schools of all denomina- tions .....	11,449,624 (25 %)
Enrolled in Parochial and Bible schools.....	1,602,948 ( 3.5%)
Total in schools where Bible is taught.....	13,052,572 (28.5%)
Unreached in South for systematic Bible study.	32,745,936 (71.5%)

At least 10,911,645 of the more than thirty-one mil-lions unreached are Baptist responsibilities, if we are responsible for the same proportion of the unreached as we have already reached. Forty-eight per cent or 2,450,-000 of the 5,104,327 Southern Baptists, are not enrolled in Sunday school. Since 1916 we have gained 5,828 Sun-day schools and 1,805,382 in enrolment. But the popula-tion of the South is growing yearly at the rate of 286,000 faster than the combined gains of all the Sunday schools of all denominations.

### b. *Demoralizing*

"The general diffusion of the Bible is the most effectual way to civilize and humanize mankind; to purify and exalt the general system of public morals; to give efficacy to the just precepts of international and municipal law; to enforce the observance of prudence, temperance, jus-tice and fortitude; and to improve all the relations of social and domestic life" (*Chancellor Kent*).

Bishop W. A. Candler has made some interesting re-marks that are worth quoting:

"The crime of this country is produced in the main by the youth of the land. It is found that 50% of the prisoners at Sing Sing are under thirty years of age." The total annual tribute of America to crime, he says, is \$12,930,000,000.00, one-fourth of



\$50,000,000,000.00, the total income of the people. This staggering sum is itemized as follows:

Fraud and fraudulent securities.....	\$1,370,000,000.00
Burglary and robbery, plus the economic value of 12,500 persons murdered annually.....	1,160,000,000.00
Cost of law enforcement.....	4,000,000,000.00
Cost of 2,000,000 crimes averaging \$1,500 apiece, plus the tribute of vice, drugs, bootlegging, etc..	6,500,000,000.00

We quote further: "Doubt is rampant in America, and it underlies all this prevailing disorder. The decline of religion among our people has had much to do with the increase of lawlessness. A true remedy, therefore, is not the multiplication of drastic laws, but a revival of religion among the people. . . . The Scriptures teach us, 'Blessed is the nation whose God is the Lord.' . . . This old-fashioned book called the Bible cannot be regarded as a teacher of superstitions and fanatical rules. Its teachings are fundamental as a basis for all personal good and national blessings."

Daniel Webster once said: "If we abide by the principles taught in the Bible we shall go on to prosper; but if we and our posterity neglect its instruction and authority, no man can tell how suddenly a catastrophe may overtake us and bury all our glory in profound obscurity."

Justice Brewer of the U. S. Supreme Court, said: "No nation is greater than its sacred book. In that book are expressed the highest ideals of life, and no nation rises above those ideals. The more the Bible enters into our national life, the grander and purer and better will that life become."

### c. *Devitalizing*

The Bible is the Christian's "nourishing food" as prayer is his "vital breath." It is the duty of every Christian to discover God's will for his life. That will is revealed in the Bible. The churches cannot carry out the commission of Christ if they neglect to teach the saved the "all things" that he has commanded.

The Bible is our "only and all sufficient rule of faith and practice," but it must be known if the rule is to find application in our lives. Peter writes: "Grow in grace, and in the knowledge of our Lord and Saviour Jesus Christ" (1 Peter 3:18). Jesus said: "If ye continue in my word, then are ye my disciples indeed; and ye shall know the truth, and the truth shall make you free" (John 8:31-32).

A Japanese student, writing in the *Japan Weekly Mail*, says: "Our teachers tell us that we must be honest, truthful and virtuous, but they do not tell us how we may do it." The Bible tells how.

Dr. W. W. Moore, long-time President of Union Theological Seminary at Richmond, Virginia, said in his *Indispensable Book*, "It is the glory of Christianity that it not only teaches us what is good and right, but it has a power to cause men to love and practice that good and right."

May we not account for the large number of "nominal" members in our churches by their failure to study the Bible, and will not their enlistment in Bible study tend to secure the revival we need? In a population of 131,409,881 in 1940 in continental United States, the Bureau of Census reports that only 64,501,594 are church members, counting all religious bodies, and it is well known that some denominations count their membership by families. It would certainly be missing the truth to claim that all church members are informed concerning the teachings of the Bible. America is in a perilous position with so large a proportion of its population entirely neglectful of religion.

The Sunday school makes the largest contribution to the enlistment in Bible study of the multitudes who are not yet Christian and who constitute our greatest national problem. They are the people out of whom may evolve an atheistic state. Neither the increase of church membership nor of Sunday school enrolment is now keeping pace with the increase in population.

## *2. Systematic Bible Study for All*

Sunday schools are today addressing themselves to the task of teaching the Bible to their entire church constituency. For many years they have been finding those who ought to be in the school, have expanded their equipment and enlarged their organizations, have trained their teaching force and administrative officers to care for them and have pursued a vigorous visitation to secure their attendance. That this procedure builds Sunday schools has been tested with startling results through more than two decades of Sunday school development.

Many leaders have been confronted with the vast groups who could not attend the school as they sought to enlist under its auspices the entire constituency in systematic study of the Word. Earnest leaders have dared to carry in their hearts the ideal of enlisting them all. Such an ideal seems consistent with the teachings of the Word itself and with the program of the Master. It actually seems that the commission to the church to preach and teach and develop in the spiritual life includes all individuals as well as all nations. There remains but one link in the organization of the Sunday school to make this possible—a department that shall take to those who find attendance impracticable, if not impossible, all that is possible of the privileges and blessings of the Sunday school. This department, in keeping with its unique place in the school, is called the Extension department, extending as it does to the very last person for whom the church in its teaching ministry is responsible, the privileges of Sunday school membership.

## II. EXTENSION IS NECESSARY

Our people are coming to a clearer understanding and a higher appreciation of the place of the Extension department in the general organization of the Sunday school. It is now being given its rightful place because leaders in Sunday school work have come to realize that

it is a definite aid to every department of the school and church.

### *1. Unenlisted Mostly Young People and Adults*

The Sunday school has long been called the out-reaching arm of the church, because it is the only organization of the church whose ministry includes all the people of the community. It is manifestly true that the Sunday school organization is an arm that is shortened unless it has a means of extending Sunday school privileges and systematic Bible study to all those who cannot attend the Sunday sessions.

At least 6,623,368 (60 per cent) of the 10,911,645 people for whom Southern Baptists are responsible are seventeen years of age or above. And, while the annual net gain of the young people and adults in our Sunday schools has averaged 42,600, the population has grown 72,000 annually for the past ten years. Thus it is evident that in our enlistment we are not even keeping up with the increase in population.

### *2. These Departments Cannot Reach Them All Unaided*

What a stupendous task for the Young People's and Adult departments! It is evident that they need additional room, additional officers and teachers, additional classes if there is to be any real progress made in enlisting this vast host of people in systematic Bible study. Frankly, however, the Young People's and Adult departments cannot, alone, win them all, for there are those who find it physically impossible to attend the sessions of the school, and there are others whose work detains them. Some may easily be won to active participation in the Sunday school and church program; others may require months of persistent, prayerful, patient, personal work—a cultivation by a consecrated Extension department visitor. But they should—every last one—be reached. They are our obligation.

### III. RELATIONSHIP OF THE DEPARTMENT

Successful work by the Extension department of the Sunday school can only be achieved through placing it where it rightly belongs. It should hold a distinct place in the thinking and planning of Sunday school leaders. But all the agencies and departments of the church should co-operate in the efforts of the Extension department to reach and win its vast constituency.

#### 1. *A Definite Department of the School*

Just as the Adult department has become known in our schools as a separate department, so the Extension department should become known. It needs its own corps of workers who are not already occupied with other Sunday school tasks. It should have the same standing as other departments and receive the same consideration. Its superintendent should be part of any group which includes other department superintendents for discussing and planning for the work of the school as a whole. Its officers and visitors should meet with the rest of the department officers and teachers at their regular business meetings and give full report of the work being done. A school should not be considered a fully departmentized school without the Extension department. Even those organized throughout with classes only can have this department. In fact, there are at least two departments, the Cradle Roll and the Extension departments, that every school can have regardless of equipment limitations.

The department should not be looked upon or treated as an extra activity of Bible classes, the Adult department, or the Woman's Missionary Union. There are some who would try to carry on the work of the Extension department through the classes of the various departments of the school. This has been tried but seldom with much success. In the first place, often the workers feel their responsibility only to the class and there is a tendency to place the class interests first in all contacts



with the members. Certainly, Extension department visitors should seek to interest their members in the school, with a view to securing their attendance. They will use such means as inviting them to class socials, introducing them to class members, enlisting class members to visit them, and keeping them informed as to class activities, but visitors should feel that they are not visiting in the interest of the classes alone.

Class leadership frequently shifts. One year the officers may be interested in Extension activities but during the next year this department of the work under such leadership might be allowed to lag. Usually more than a year is required even to interest some of the more indifferent ones, so all that may have been gained could easily be lost where too frequent changes in the visiting personnel are made.

When the visitors looking after the Extension department members work through the class of which they are members, there is a great temptation to shunt into the department all those who are inactive in the membership of the class. This tendency may be overcome where there is a distinct department assigned to care for the members unable to attend the Sunday school and where rigid regulations are made for transferring class members to it.

To place upon those in charge of the various departments and classes the additional burden of the overwhelming numbers for whom the Extension department is responsible often works a hardship. An additional corps of workers, with entirely different training needs, must be enlisted and developed and kept busy at the task. At the weekly meeting of the workers of the department, the Extension workers should receive special training for their work of visiting, while the workers in other departments will be interested primarily in training for teaching and in plans for the following Sunday morning session.

## *2. Missionary in Objective*

While other departments of the Sunday school are likewise missionary, the Extension department has enlarged missionary opportunities, reaching out as it does for those who can only be brought to a systematic study of the Bible through such an agency. When the constituency of the Extension department is successfully enlisted and real Bible study is pursued by the members, such an activity will lead to the enlistment of these same persons in Sunday school attendance, when conditions preventing their attendance are removed.

At any rate, the same missionary objectives that characterize the work of the other departments will apply to the Extension department. Just as a teacher seeks to enlist members in order to teach them God's Word, to win them to Christ, to develop them in the Christian life, that they may serve their Lord effectively through his church, so visitors should seek members in order to enlist and guide them in the study of God's Word, for their spiritual development.

## *3. Dependent and Co-operative*

Each department of the school is dependent in large measure upon the other departments. But this dependence is, to an even greater degree, evident in the relationships of the Extension department. It is utterly helpless to render as vital a service as it might without co-operation with the other departments, and its work is usually effective just to the extent to which such co-operation is given. Its service as a department of the school may soon be terminated by misunderstanding and a consequent lack of co-operation. But where the department's opportunity, function, and procedure are fully understood by the workers in the various departments of the school, appreciation of what the department is attempting to do will lead to a fine spirit of comradeship in the effort to teach the Word to all the people of the church community.

*a. Aiding Other Departments*

There should be no effort to obscure the fact that the ultimate object of the Extension department is to enlist its constituency in Bible study in the Sunday school classes as soon as attendance is possible. Many who can attend only occasionally, due to home duties, Sunday employment or other reasons, may eventually find it convenient and personally desirable to be regular attendants. Anything the department can do to stimulate such attendance is well worth while, for thus both the Sunday school and the member are helped. The workers are fully aware that although the ministry to their members may be vital, it cannot completely take the place of the class and that their work is, therefore, only second best. They hope that many of their members will be only temporarily members of the school through the Extension department because they will have joined a specific class as soon as practicable.

The Extension department provides the additional aid of leaving in the hands of the members and prospects the lesson periodical which will often speak more loudly than the voice of the visitor. If the person visited will open the periodical, even out of idle curiosity, he will at once find God's Word exposed to view. And the Word will not return void.

When the visitor secures the consent of the person visited to enrol himself in the school through its Extension department, he can skilfully, from time to time, press his advantage, for people want to get the benefits of their membership. Easily and naturally, the visitor may lead his member to see that membership in the school through the Extension department cannot mean as much to him as membership in a department that meets on Sunday where the Bible is studied in congenial groups.

Nearly every Sunday, if the school has an active Extension department, there will be members transferring from it to other departments. The Extension depart-

ment that is constantly transferring its members to the other departments of the school is achieving the greater success. Visitors should rejoice when their members are transferred to the departments that meet on Sunday, and should do everything in their power to bring about that result as early as possible. Extension department workers will be seeking for prospects for the other departments as they visit in the various homes. Such prospects should be given to the associate Sunday school superintendent in charge of enlistment, who in turn will assign them to the proper classes and departments for enlistment.

Department workers appreciate having a department by their side to render assistance in enlisting, guiding and educating those who should be their members. The Extension department thus becomes a powerful contact agency and through its work of visitation it popularizes the Sunday school in the community.

#### *b. Stimulating to Greater Visitation Efforts*

One of the foundation principles of the Extension department is to extend, through visitation, Christian fellowship to those who cannot attend Sunday classes for Bible study. Where the Extension department is really functioning those who are shut in because of illness, age, or the care of the shut-ins, and those who are shut out because of the character of their employment, need not feel that the church does not care for them. Such persons will be visited frequently and thus be kept in touch with all phases of church life. They will, of course, be invited and even urged to attend the public services of the church.

The Extension department, as will be more fully shown in another chapter, renders a service of great value by its work of visitation. The members of the church will be more carefully visited if they belong to an Extension department group, when Sunday school attendance is impossible. Also visitors, who go into a home or a shop where there is indifference to religion and the church,

may through friendly and patient cultivation and sympathetic understanding, win to Christ many whom others have been unable to reach. Stimulation of the entire corps of workers to greater visitation effort is sure to come when the work of the department is efficiently done. The Extension department trains a group of workers in the fine art of visiting and recognizes this vital ministry on its proper plane. The ministry of the visitors is shown to have the same objectives as those of the teachers and the results of their efforts may be equally fruitful. Christ will be recognized in the school not alone as the Master Teacher, but as the Master Visitor as well.

### *c. Providing a New Approach*

A thoughtful pastor has said that those of his flock who gave him most concern, but who gave the least co-operation, and upon whom he could not depend for service or sacrifice, were those who were not connected with the Sunday school. Probably this holds true with most churches. With a few notable exceptions, those who do not attend God's house for study and worship do little Bible study at home, neglect their prayer life, evade their responsibilities as stewards and fail to engage in Christian service.

In a church that conducted a campaign and enlisted every one of its church members in the Sunday school, it was found that 40 per cent of the church members had been doing practically all of the working and giving and that 95 per cent of that active group were enrolled in the Sunday school; 94 per cent of the church members enrolled in the school contributed to the church budget an annual average of \$26.57, while 6 per cent of the church members not enrolled in the school contributed an average of \$1.41; 89 per cent of all church members attending the worship services were members of the school; 92 per cent of the unenlisted church members were young people and adults.

Many churches have launched campaigns looking toward the enlistment of all of their church members



in the Sunday school. Co-operative efforts are necessary in such a campaign. Practically all of the unenlisted will be young people and adults and the leaders in these departments naturally respond heartily in connection with such an endeavor. Effort is made first, as is true in all initial approaches, to enlist all in the departments that meet on Sunday. When this is not practicable, membership in the school through the Extension department is pressed. That this plan is as practical and fruitful as it is needed, has been abundantly proved by those who have faithfully pursued it. Without the Extension department, adequately manned to care for the influx of new members, such a campaign will not succeed. Reasonably good results will come, immediately, from such a movement, but the largest gains will come with constant and persistent efforts. The Extension department seeks to enlist in its membership all who cannot attend the Sunday sessions.

It is sadly true that few non-Christians, other than Sunday school members, attend the worship services of the churches and how often does it have to be said, in connection with special evangelistic services, that practically no unsaved people are present. Usually such persons must first be won to Bible study and to the Sunday school, either in the classes or in the Extension department. The number of unsaved adults attending our Sunday schools, in most places, is far too small. This fact also emphasizes the pressing need for a plan of Sunday school activities designed to reach those who cannot attend the classes.

If a tract handed to an unsaved man can be used of the Holy Spirit to awaken in him a sense of responsibility to God and ultimately lead to his conversion, which was true of one of the greatest preachers in our country, a man whose name is known far and wide, how much more may be expected when people are brought into contact with our lesson helps, so well written, so attractively printed and so adaptable to the needs of all ages.

Christian men and women must not wait for the unsaved to come to church, although everything possible should be done to secure their attendance, but with their "feet shod with the preparation of the Gospel of peace" must find their way into homes, factories, offices and other places, depending upon the Holy Spirit to go before and bring conviction of spiritual need.

*d. Proving a Financial Asset*

The failure of large numbers of church members to take part in the financial support of the churches, will be greatly relieved when they are enlisted in Bible study, find its plan for giving and participate in the other benefits of Extension department membership, such as using the church library, attending social meetings of the department, and receiving pastoral attention. It is evident that Bible students are usually those who are to be relied upon to support religious work.

An increasing number of churches are finding the Sunday school organization admirably suited to the securing of pledges to the church budget. Since the Sunday school is a church organization in intimate touch with the church membership, the church can safely place upon it the responsibility for promoting its financial program, should it so desire. It is the experience of all those who serve on every-member canvass committees that when church members who are not enrolled in Sunday school are interviewed about their financial obligation to the church, they exhibit neither an interest in what the church and denomination are doing nor a knowledge of what the Bible teaches concerning Christian stewardship. During one visit, when the canvass is made, one cannot hope to bring about sufficient interest and disseminate enough information to produce a good steward. But if these people can be induced to join the Sunday school, through the Extension department, by the continuous and personal contacts of the visitors, opportunity is provided to render this valuable service to the kingdom and to the individual members of the church. Thus the Ex-

tension department not only pays its way, as does the Sunday school as a whole, but if in line with the plan of the church, it likewise may be used effectively to secure subscriptions to the church budget and through it missionary information may be given to its members leading to active interest and participation in the program of the church.

*e. Making Possible an Adequate Record System*

When the Extension department collaborates with the general organization and with the several departments meeting on Sunday in properly handling the census returns, there will be provided such a system of keeping up with both membership and "possibilities" as will result in a more intelligent approach to the problem of enlistment and conservation.

How significant are the census returns when there is an active Extension department! Without it we may enlist only those we speak of as "live prospects." Without it we have to accept, at face value, many excuses for not joining the school. But what of the man whose name has been erased from the prospect list because he could not attend the school? When and by whom will he next be contacted? In the meantime, are not his spiritual needs very much alive, even though he is not considered a "live prospect"? With the inauguration of the Extension department as a real department of the school, every person found in the census may actually become a member of the school. To the man who has to work during the Sunday school hour we may say, "If you cannot come to our school, we will come to you." To the physically handicapped, the same message is applicable. We must offer membership on a basis on which it can be accepted and we should make the school's ministry just as personal and helpful as possible.

Since 1916 we have made an average annual gain of 75,603 in Sunday school enrolment, in spite of bad records for four years. Dr. E. P. Alldredge, our statistician, who provided the figures, says that we have let up in our

enlargement program, especially in our larger churches. That is quite true, but it is not all the truth. We have had too loose a record system. In many schools, as well as in several states, there was a loss in enrolment. Not all those members who were lost to the schools died, nor did they join another Sunday school nor move from the community—the standard reasons for dropping names from the roll.

When members are dropped from the roll, they are usually those who are not interested and they need much more attention. Delinquency is a symptom and should be treated as such. Once we get a name on the roll of our schools we should feel a moral responsibility for retaining it. There ought to be a definite and permanent record regarding each member. There is little need of dropping names from the roll: those who can no longer attend the sessions of the school can be transferred to the Extension department until their situation changes. Thus their interest in the school can be kept active and their Bible study may continue systematically and under church direction.

A young man who had been won to Christ in a Young People's department, never before having enjoyed the privileges of Sunday school membership, lost his job a few weeks after joining the church. Instead of letting him drop from sight when he secured employment as a taxi driver (which meant working during the Sunday school hour), the school transferred him, with his consent, to the Extension department. For two years he was kept in constant contact with the school and pursued his Bible study diligently. When he got his old job back, he went to his pastor and asked that he be given a room and a teacher so that he could build a class and enlist other young men who, like himself, had not attended Sunday school. In six weeks' time he had nineteen young men in attendance upon that class. The pastor remarked that if his Extension department had done nothing else but save to the school that one young

man it was worth all its cost in effort and time and sacrifice.

Thus it can be seen that the Extension department is rightly named: it extends the ministry of the school to those who otherwise could not avail themselves of its privileges; it aids the other departments of church life in their ministry to particular age groups. Dr. G. S. Dobbins made these observations: "What does the Sunday school owe to this multitude of people who cannot attend its regular services? In very truth it owes them even more than it does those who come on Sunday. Their need is greater, their lives are impoverished, their spiritual destitution is more pronounced. Yet in the majority of cases we pass them serenely by, apparently disclaiming any responsibility for them and frequently scarcely realizing that we have any duty toward them."

#### QUESTIONS FOR REVIEW AND EXAMINATION

1. Give a brief description of the situation in your own community as regards Bible study.
2. What will be necessary to provide Bible study for all the people in your church territory for whom your church is responsible?
3. What is the relationship of the Extension department?

## OUTLINE

## I. THE PRESENT SITUATION

1. Neglect of Bible Study
  - a. Prevalent
  - b. Demoralizing
  - c. Devitalizing
2. Systematic Bible Study for All

## II. EXTENSION IS NECESSARY

1. Unenlisted Mostly Young People and Adults
2. These Departments Cannot Reach Them All Unaided

## III. RELATIONSHIP OF THE DEPARTMENT

1. A Definite Department of the School
2. Missionary in Objective
3. Dependent and Co-operative
  - a. Aiding other departments
  - b. Stimulating to greater visitation efforts
  - c. Providing a new approach
  - d. Proving a financial asset
  - e. Making possible an adequate record system



## CHAPTER II

### MEMBERSHIP POSSIBILITIES

As has already been seen, the constituency of the Extension department is impressive. There are great membership possibilities, often as many as at present are enrolled in all other departments of the Sunday school combined.

#### I. POSSIBILITIES ON A PERCENTAGE BASIS

According to a recent survey made by Dr. E. P. Alldredge, Secretary, Department of Survey, Statistics and Information, Baptist Sunday School Board, approximately 20 per cent of the total possibilities for the entire Sunday school can never attend the Sunday school for various reasons. Thus one out of every five of the Sunday school possibilities is dependent upon the Extension department for Bible study privileges. These figures are for an average Southern Baptist community and the number of possibilities in your community may run much higher. Breaking down this figure we find the following classifications:

Persons above the age of 75.....	2.0%
Persons confined by illness.....	2.5%
Persons in public institutions.....	1.5%
Sunday and night workers.....	5.0%
Armed Forces (1943) .....	9.4%
<hr/>	
Total possibilities .....	20.4%

Estimate the white population of any community and apply these figures to determine the approximate number of persons in each class who ought to be reached through the ministry of your Extension department.

#### II. THE SHUT-INS

In every church community there are those who, for various physical reasons, are deprived of Sunday school



privileges. This is the smallest group, in number, included in the constituency of the Extension department, yet is the group that usually first comes to mind when the department is mentioned. In the past many departments have limited their field of operation exclusively to this group.

### 1. *The Aged and Infirm*

There are the aged and infirm men and women, probably regular attendants at church services when in good health. They can no longer join with those who frequent the house of God. The Extension department is designed to be a comfort and blessing to them. On the other hand, they can be a definite blessing to the church and school and of special encouragement to those who visit them.

### 2. *Mothers with Young Children*

There are mothers with children too young to be taken to Sunday school. To be sure the babies are enlisted through the Cradle Roll and are therefore actually members of the Sunday school. A Cradle Roll visitor makes helpful contacts with the home, but does not enlist the mother and father as members of the school unless they can attend its sessions. The Extension department can re-enforce the work of the Cradle Roll in the home and the parents may be enlisted and made to feel their oneness with those who find joy in Bible study. Not only does the Extension department have the privilege of ministering to the mother, but there is also a far-reaching influence upon the little ones themselves. In this work there should be close co-operation between the Extension and the Cradle Roll departments, but each should have its own corps of visitors and separate organizations, with unity of effort.

### 3. *Caretakers of Shut-ins*

There are also in this group those who are neither sick nor aged—those who must watch over the incapacitated. It is scarcely less confining and difficult for the care-

taker to be shut in than for the patient. These attendants, whether in the home or in some institution, deserve special attention by understanding visitors.

#### 4. *Patients in Sanatoriums and Hospitals*

In every city are to be found institutions for the care of the sick. Some are confined temporarily, while others must spend their lives away from their home, their church, and their friends. Such sufferers, it has been found, are most responsive to Extension department workers and some of the departments are doing a great work among this class. In some respects the work is more readily done than among those who may be reached in their own homes.

#### 5. *Inmates of Institutions*

If the Extension department workers are to enjoy the approval of Christ, they must give careful attention to those men and women, some of whom at least are church members, who are to be found in institutions of various kinds. Homes for the aged, county homes, old soldiers' homes, crippled children's homes, orphanages and others offer real opportunities for serving in the name of Christ. Then there are in jails, workhouses, penitentiaries and other penal institutions those who need the ministry of the department. Jesus said: "I was in prison, and ye came unto me." (Matt. 25:36). The fact that these persons are deprived of liberty, because of wrong-doing, emphasizes the duty of doing what is possible for their spiritual welfare. By co-operation with chaplains and those in authority, a way can easily be found to introduce the Extension department. Caretakers and guards for these groups are good department prospects.

#### 6. *The Underprivileged*

In most church communities there are a number of persons who might come to Sunday school if they were able to pay the cost of transportation; some lack even life's necessities, and they do not seem able to meet the expense of attending the Sunday school, nor can the

church, in every case, make provision for their transportation. The Extension department may be of great help to these people and by holding on to them while they are in financial distress, their interest can be conserved for the Sunday school when their conditions are improved. There is real peril in their continued neglect.

In the far West there are isolated ranches so many miles distant from the church that attendance except at infrequent intervals is impossible. On islands, for example, at Coast Guard Stations, and down many bayous in several states are other families that are practically isolated. The department can be a great blessing to these.

### III. THE SHUT-OUTS

The shut-outs constitute by far a greater number than do those who are shut in. It is feared that they are more often utterly neglected by the Sunday schools than those who make a natural appeal to our sympathies. Many of these are church members. They have the spirit to attend Sunday school, but are debarred in many instances from its privileges by reason of the character of their employment. It will be well to consider who some of these classes of people are, many of whom make a real sacrifice in order to serve those who are in the Sunday school.

#### 1. *Railroad Employees*

Our economic life is such that the workers who are employed in the transportation departments of railway companies are required to work on Sunday. While some of these men have their days off, practically all of them are subject to call seven days in the week. The mails must be carried. Perishables must be kept moving. Even "dead" freight moves on Sundays, due not so much to the unwillingness of railroads to avoid it, as to the yard congestion which would follow the annulling of those trains. Engineers, firemen, conductors, flagmen and railway mail clerks constitute a large group, and

our churches, especially those located at junctions and division terminals, have a great opportunity and responsibility with reference to their enlistment in Bible study.

## 2. *Streetcar, Bus, Motor Truck, and Taxi Operators*

The large town and city churches are quite dependent upon local transportation facilities, except as their members have their own automobiles. Little does the average user of these facilities think of the deprivation of the men who must work on Sunday in order that others may attend Sunday school and church services. At car barns and bus terminals these toilers may be found in large numbers and ministered to, if the visitor has the true missionary and fellowship spirit.

## 3. *Policemen, Watchmen, and Firemen*

The men who protect our property, and who are responsible for the safety and good order of our communities, have as great need of attention by the Sunday school as those who depend upon them. Some Extension departments have met with great success among these men. Consider the leisure which the firemen have, yet they must be ready at any moment to perform the most hazardous work! Here is an opportunity for men visitors who can easily establish contacts with such public servants.

## 4. *Physicians, Pharmacists, and Nurses*

Occasionally a physician or pharmacist has his work so organized as to enable him to attend the Sunday school and even to have official responsibility in it, but for the most part the physicians are required to go at all times of the day and night in answer to the calls made upon their time and skill. So with thousands of trained nurses, who must minister to the sick either by day or by night, and are thus shut out of the Sunday school. With the pharmacists must be considered that increasingly large number of "curb" boys and those who serve at soda fountains.

### 5. *Hotel, Boardinghouse, and Restaurant Employees*

In our day these institutions are more largely used than ever before. Proprietors, managers, cashiers, clerks, maids, waiters, and waitresses of these indispensable places deserve careful attention at the hands of the visitor. Persons who go to Sunday school and church, and take their Sunday dinners at a cafeteria, cafe or a nearby boardinghouse, should bear in mind that they are fostering a situation which prevents a large number of people from getting the benefit of Bible study on Sunday morning.

### 6. *Telephone, Telegraph, Radio Operators, and Messenger Boys*

To study the number of men and women who are employed in telephone and telegraph offices and radio stations would be interesting. Because of the demands of the public, many people are deprived of the privileges we so much enjoy. The Extension department has been a boon to many of these workers.

### 7. *Newspaper and Post Office Employees*

Time was when no Sunday morning paper was published in many of our towns and cities. But today the morning paper is considered indispensable. If one will visit the plant of a great daily he will see a veritable army of workers who, because of the nature of their duties, are unable to be in Sunday school. And too, the mails must go through.

### 8. *Elevator Operators*

There are many men, young and old, and many girls and women, who operate elevators in hotels, apartment houses and some office buildings requiring Sunday service, who are deprived of Sunday school privileges, and these are a part of our responsibility.

### 9. *Pilots and Hostesses on Airplanes*

There has now come the employment of many men and women on aircraft, hazarding their lives in our



newest mode of rapid transportation. These must not be overlooked in our effort to reach our full constituency. There are many men, mechanics and clerks, employed at airports whose duties prevent their attendance at Sunday school.

#### 10. *Non-resident Church Members*

There is a group of members in practically every church, who cannot be reached by personal visitation because they live at a great distance from the church. Among this group will be listed sailors and seamen and those serving at outlying army posts. Some live where there is no church of their own denomination. In such a case, it is incumbent upon the Extension department to minister to them. This suggests the need of correspondence, which is being practiced in many Extension departments, with good results. Such attention keeps the member in some sort of touch with the activities of the home church and frequently results in absent members keeping up with their financial obligations to the church. But of most importance is it to induce these absent members to study the Bible in a systematic way. May it not be true that such activities will prevent the loss of fellowship with these absent members, loss of their addresses, and frequently loss by their erasure from the rolls of the church!

Doubtless a word of caution is needed here in regard to non-resident members in general. There should be no attempt to bind them to the home church when there is within their reach a church of their own faith with which they should make a definite connection. Those permanently located elsewhere should have no excuse for their failure to unite with the local church. Purely sentimental reasons are unusually given for their failure to do what the church covenant provides.

#### 11. *Grocery, Bakery, Dairy, Ice, and Industrial Plant Employees*

Many people are busy supplying our needs in a material way and we can partly repay them by providing



them with Bible study. Grocery clerks, bakery, dairy, ice plant employees, and those engaged in distribution of these products together with seven-day week industrial plant employees should engage our thoughtful attention.

### 12. *Garage and Filling Station Attendants*

Garages and filling stations on almost every corner provide a real source of prospects.

### 13. *Armed Forces*

The Extension department should provide a spiritual ministry for the men and women serving in the army, navy, marines, merchant marine, W.A.C., W.A.V.E.S., S.P.A.R., W.A.F.S., and Red Cross. They should be enrolled before they leave the community or afterwards through their families. These members should be provided with a Bible, lesson periodicals, *On Duty for God and Country*, the record envelope, the church bulletin, mimeographed newsletters and sermons, local newspaper clippings of interest, books, tracts, birthday and other special day greetings, and all other materials possible to help meet their spiritual needs and strengthen their morale.

The service division of the Extension department should be supervised by an associate superintendent, aided by a corps of correspondence visitors, each of whom should be assigned eight or ten members. Special training should be given these correspondence visitors. The visitors should write personal letters regularly to the members and encourage and solicit friends and acquaintances to do likewise. Accurate up-to-date addresses should be sought and kept by the visitors. The Extension department should provide a definite sustained, personal ministry for all those serving in the armed forces whether they are members of the Sunday school and church, or not.

### 14. *Other Possibilities*

This list is necessarily incomplete. There will be many groups common to your own community which will read-

ily occur to the thoughtful visitor. Seek out these groups and minister to them. Let no one be forgotten or overlooked.

#### IV. RELIGIOUS CLASSIFICATIONS

Those who cannot attend the Sunday school will include four religious classifications: Baptist church members; unaffiliated Baptists, unsaved people; and members of other denominations of Baptist preference or no preference. These groups are the definite responsibility of the Extension department and are dependent upon the department for their spiritual ministry. Those who can attend the Sunday school but deliberately remain away through indifference or other reasons should be reached by the classes and departments meeting on Sunday rather than through the Extension department. The Extension department that provides a real spiritual ministry for all those who cannot attend the Sunday school will have an enormous task. Therefore, it should not seek to assume the responsibility of the classes and departments meeting on Sunday.

##### 1. *Baptist Church Members*

Even though the enrolment of church members has been only about 50 per cent, and the proportion of rural church members not enrolled in the Sunday school is much greater than in urban churches, there is reason for encouragement in the fact that when the Southern Baptist Convention was organized in 1845 only 10 per cent of the church members were reported as members of the Sunday schools. Our growth to approximately 50 per cent of church members enrolled in the Sunday school is good, but there is much to be done looking toward the enlistment of the remainder.

Perhaps a large proportion of these unenlisted church members were formerly members of Bible classes—some of them were, probably, officers and teachers. Doubtless, a majority of these were brought to personal faith in Christ through Sunday school evangelism, but for various reasons they were permitted to drop out. Many of them

are now more or less careless even as to Bible reading. Many of these unenlisted members have become worldly and are neglectful of their church obligations. They may become reconsecrated to Christ and his service by being reintroduced to Bible study under Sunday school auspices.

While the efforts of all Sunday school workers should be directed toward getting multitudes of our unenlisted members to attend the Sunday school, it must be admitted that in many instances the churches are not properly equipped to take care of all these people. The greater portion of these possibilities are among the young people and adults. Many churches will have to address themselves to the matter of providing better equipment, but a majority of our churches may do much toward membership enlargement even under present conditions. Lack of interest in Bible study by church members lies at the root of our failure to enlist them. The Extension department, co-operating with the other departments of the school, can aid greatly in this enlistment task.

## *2. Unaffiliated Baptists*

Added to the army of unenlisted Baptists are those unaffiliated with the church where they now reside. Some of these have their letters of dismission. The Extension department worker may have so intimate a relationship with many of these that the causes of their indifference can easily be discovered and often can be as easily dissipated. Some people mean eventually to bring their church letters and become as active in the church as they were "back home." But they have put off doing their duty until their resolution has cooled down and been forgotten. They are now classed with the "indifferents," and too often are overlooked by church workers.

The Extension department proposes to assist the other departments with this hardest of all groups in an effort to reach them lovingly and patiently, but firmly and persistently, with a purpose to fan the dying flame of spirit-

ual interest and arouse them to engage in Christlike living and humble service.

### 3. *Unsaved People*

Important as is the place of the Extension department in the enlistment of church members, there is an even wider field of endeavor among the great numbers of unsaved, in practically every church community. These non-Christians belong to the several classes of the shut-ins and shut-outs already discussed, but lest they be overlooked, it must be made clear that the Extension department has an evangelistic responsibility toward these who are counted among the lost. These are not only lost, but are denied the opportunity of coming under the influence of the Gospel as it is taught or preached. Some may have resisted many urgent invitations to come.

From reliable statistics, we learn that only 1 per cent of the lost people attend church services. Also we learn that 4,800 of the 25,259 Southern Baptist churches report no baptisms and that this failure is duplicated almost every year, should certainly awaken Southern Baptists. It seems also that we are not enlisting these lost people in our Sunday schools in large enough numbers. How it would broaden our missionary and evangelistic opportunity if the great group of lost people among us were contacted in a vital way by our Sunday schools and enlisted in Bible study! The Extension department seeks to enlist every one of these lost men and women who find it impossible to attend the Sunday school. It endeavors to provide them with the opportunity of Bible study and other Sunday school privileges. Supreme among these privileges is the opportunity of knowing and accepting Christ as Saviour and Lord.

Jesus, "when he came out, saw much people, and was moved with compassion toward them, because they were as sheep not having a shepherd: and he began to teach them many things." If we have Christ's compassion, we shall feel our obligation to these neglected masses—

as many, it should again be emphasized, in many of our communities as we now have enrolled in our Sunday schools. We shall not be satisfied with our Sunday schools unless their ministry to the community is sufficiently broadened, by adding an adequate Extension department force, to assist the other departments to reach and teach and win this great group over whom Christ yearns. As we look about and see them and their spiritual needs, we should be moved, not to mere emotion, but to the compassion of Jesus, leading us to extend a spiritual ministry to these long neglected masses.

#### 4. *Those of Other Denominations*

We are not in the business of proselyting. However, if there are men and women who are not of our faith and who are not being spiritually ministered to, we should gladly extend to them the opportunity of studying God's Word with us.

### QUESTIONS FOR REVIEW AND EXAMINATION

1. What are the two groups of Extension department possibilities?
2. Make a list of the membership possibilities for the Extension department in your own community.
3. What are the four religious classifications of Extension department possibilities?
4. How does the Extension department broaden the evangelistic opportunity of the Sunday school?

OUTLINE

I. POSSIBILITIES ON A PERCENTAGE BASIS

II. THE SHUT-INS

1. The Aged and Infirm
2. Mothers with Young Children
3. Caretakers of Shut-ins
4. Patients in Sanatoriums and Hospitals
5. Inmates of Institutions
6. The Underprivileged

III. THE SHUT-OUTS

1. Railroad Employees
2. Streetcar, Bus, Motor Truck, and Taxi Operators
3. Policemen, Watchmen, and Firemen
4. Physicians, Pharmacists, and Nurses
5. Hotel, Boardinghouse, and Restaurant Employees
6. Telephone, Telegraph, Radio Operators, and Messenger Boys
7. Newspaper and Post Office Employees
8. Elevator Operators
9. Pilots and Hostesses on Airplanes
10. Non-resident Church Members
11. Grocery, Bakery, Dairy, Ice, and Industrial Plant Employees
12. Garage and Filling Station Attendants
13. Armed Forces
14. Other Possibilities



## IV. RELIGIOUS CLASSIFICATIONS

1. Baptist Church Members
2. Unaffiliated Baptists
3. Unsaved People
4. Those of Other Denominations

## CHAPTER III

### THE DEPARTMENT MINISTRY

The influence and ministry of this great out-reaching arm of the Sunday school is limited only by the number of workers available and the vision of the Sunday school and department leadership. The entire church should be brought to a realization that this vast underprivileged group who cannot attend the Sunday school are dependent on us for their spiritual nurture and growth.

#### I. THE DEPARTMENT TASK ASSIGNED

The Sunday school is set to the task of reaching every individual for Bible study. Classes and departments are provided for those who can attend. However, there remains a large group of people who are denied the privilege of attending for various reasons. This group known as the shut-ins and the shut-outs cannot attend because of conditions and circumstances beyond their control. Approximately 20 per cent of the total possibilities for the Sunday school come within this class. The Sunday school has assigned to the Extension department the responsibility and privilege of reaching this group. Thus the Extension department is defined as the department of the Sunday school organized to provide Bible study and other Sunday school privileges for those who cannot attend the Sunday sessions of the school. In this relationship the Extension department task is to reach only those who cannot attend. The departments and classes meeting on Sunday have the responsibility of reaching all others even the indifferent group. Enrolling a person in the Extension department who could attend a class on Sunday if he would, not only denies the class the joy and privilege of reaching this indifferent one, but also actually encourages him

in his indifference and thus handicaps his spiritual growth.

## II. A SPIRITUAL MINISTRY

The department seeks to provide a real spiritual ministry to each of its members. It is clearly understood that the best place for any person is in the house of the Lord on Sunday, studying God's word, praying, singing, fellowshiping, and worshiping together. The shut-ins and shut-outs cannot avail themselves of these precious privileges. They must be content with the second-best thing—that is the privileges which can be provided them through this department ministry. This group is enrolled in the Sunday school, given a quarterly, led to study their Bible, and encouraged to engage in family worship and prayer. The unsaved among them are led to accept Christ, unite with the church, and led to assume their stewardship obligations. Furthermore, they are given definite places of service, and properly related to the other church organizations. In other words a real spiritual ministry is provided for them in their homes and places of business under terms and conditions which they can accept.

## III. THE DEPARTMENT OBJECTIVES

The department objectives will clearly indicate the extent and type of ministry:

1. Reach all the shut-ins and shut-outs
2. Guide them in Bible study and spiritual growth
3. Win them to Christ, church membership, and definite Christian service
4. Relate them to all church activities

## IV. A MANIFOLD MINISTRY

Any student of the Extension department must realize that only a good beginning has been made toward the achievement of its high purposes, but substantial re-

sults have been accomplished wherever proper efforts have been put forth.

What has been realized is but a prophecy of what will be seen when our Sunday schools address themselves to their task in a way that is in keeping with the importance of the work.

### *1. Awakening Consciousness*

Southern Baptist Sunday school leaders are rapidly concluding that if we shall be able to enlist the great numbers of our people, the church members of the day, it must be through Bible study. There must be greater emphasis given to the Extension department to make this possible. The 48 per cent of our church membership not now enrolled in Sunday school can never be enrolled without the aid of the Extension department. Thoughtful workers know that we must first secure their interest in systematic Bible study if we are to do much toward building up Sunday school attendance upon the part of our unenlisted young people and adults.

On the other hand, there needs to be an awakening consciousness on the part of the churches as to the needs of the shut-ins and shut-outs. Few people have realized how many people are kept at home because of physical conditions that prevent their regular attendance, or the multitude of those physically well and strong whose Sunday employment makes Sunday school attendance impracticable. To present the actual facts before the church is enough to stir even the most complacent group into activity to change the conditions.

### *2. Increasing the Membership*

There is far too much complacency among Sunday school workers because of our present numerical strength. The fact is, we are not even reaching our maximum possibilities among the children, and this will not be accomplished until parents and older brothers and sisters can

be brought into active co-operation with the Sunday schools. If we are to accomplish much in this direction we shall need to press to the utmost the work of the Extension department, as well as that of other departments.

In a church where a campaign was conducted to enlist all of the church members in Sunday school, it was found that where the young people and adults were enrolled in the school, 93 per cent of the children were also enrolled, but where the older members, even though church members, were not enrolled in its school, only 18 per cent of the children in the homes were enrolled in the school.

The Sunday schools which have introduced the Extension department into their organization, have gained a wider vision of the possibilities of enlistment in systematic Bible study. There is a growing appreciation of the importance of this work.

In 1902, Southern Baptists had an enrolment in their Sunday schools of only 750,000 members. In 1940, the enrolment was 3,590,374. The emphasis given to the Sunday school, in training schools and enlargement campaigns, as the task of the whole church, and the oft-repeated statement of Sunday school leaders that every church member should be identified with the Sunday school as an officer, teacher or member, or engaged in Bible study through the Extension department, is largely responsible for this great increase in membership.

It is well known that every year thousands of the members of this department transfer to other departments of the Sunday school, thus greatly increasing the membership especially of the Young People's and Adult departments, but slowing down the net gains of the Extension department. This result is what earnest Sunday school leaders desire. Were all the present members of the Extension department to be thus absorbed in one year, its workers would rejoice. Instead of being discouraged by the situation, they would go into the field

of the church and seek to enlist others in the hope that they too would crave Bible study. The only thing that our workers lament is failure to enlist thousands of Sunday school possibilities, in and out of the church, who are deprived of the privileges of Sunday school membership and fellowship.

### 3. *Co-operating with the Home*

The work being done in the Extension department is contributing in a large way to co-operation between the home and the Sunday school, which is essential if proper results are to be obtained, especially with children who are or may be enrolled in the Elementary and Intermediate departments.

It has always been true that much of the work of the Sunday schools has been rendered ineffective by the unsympathetic example and attitude of the parents and older members of the family who do not participate in Bible study. This is not only true of the poorer classes; it is also true in homes of intelligence and culture. It must be borne in mind that unless there is a Vacation Bible school, the Sunday school usually has the children only fifty-two hours in a year, granting that they are regular in attendance. The rest of the time they are at home, in school, on the streets and in places of amusement. Yet the home has largely shifted to the Sunday school its responsibility for the moral and religious training of the children. It is necessary that parents study the Bible and order their lives in accordance therewith if the children are to grow up in the "fear, nurture and admonition of the Lord."

The Extension department helps in the solution of this home problem in the degree that it is able to enlist parents and older members of the family in Bible study. The Elementary and Intermediate departments of the Sunday school make special effort to secure home co-operation and appreciate all the Extension department may do to assist.



#### 4. *Stimulating Interest in Worship Services*

Whatever may be said concerning the importance of the Sunday school, it should always be remembered that it is but a means to an end—to lead people to accept Christ, to worship God and to serve humanity in the name of Christ. It is needful to keep before the members of the Sunday school that we are offering no substitute for attendance upon public worship. Those who are not providentially hindered from being present at the worship services should, if possible, be brought to an appreciation of such privileges. One of the results of the work of this department has been increased attendance at the worship services. Many persons who have good reasons for nonattendance at Sunday school have had their interest in the church deepened through Bible study. It is not likely that regular students of the Word will voluntarily and habitually absent themselves from the services of the church if attendance is at all possible.

The Bible is an invitation to all the privileges of the church. Nonattendance at church services usually grows out of neglect of other religious duties, of which Bible reading and study are fundamental. Work which has for its purpose calling men and women back to hearing God speak to them through the Word will doubtless result in a more consistent support of the church. It has long been noted that this result has been accomplished through the work of the Extension department. When church members go to the worship services, it is almost certain that unsaved people will go with them, thus giving the pastor congregations in which may be carried on an aggressive evangelistic ministry. The common saying of pastors that "few unconverted adults attend upon my ministry" will continue until church members themselves become more loyal to the church and show a deeper interest in those who do not know the Lord.

When the visitor makes his visits, he has a splendid opportunity to stimulate an interest in the services of

the church. He can keep his members in touch with the programs and activities of the church. On occasion he can make special arrangements for his members to attend some of the services. Once a year a special Extension department day brings to the church services many who probably have not attended before. Because of their happy experiences on that day and the taste of the good things they are missing through nonattendance, many of them can be interested in public worship. Anything that the Extension department can do to bring about such interest will be worth all the effort that may be put forth.

#### *5. Assisting Burdened Pastors*

There are many churches, with memberships so large as to render the work of constant visitation by the pastor practically impossible. The result is that many persons are neglected, and this in many instances leads to dissatisfaction and loss of interest. Some of the most effective work that a pastor does is through visiting, but the calls are far too many in the highly specialized work of our churches for him to accomplish unaided all that is expected. If he undertakes to do all the pastoral work that his field requires, he will be unable to remain in his study enough to keep up with the needs of his congregation. The proper conduct of the Extension department will obviate the necessity for the pastor to be always "making the rounds" and he will accomplish more in pastoral work through his visitors than he could do alone should he spend all his time among his people.

The alert visitor will keep the pastor informed of members who are sick or needing his personal attention. In his visiting, when such a list is furnished him by the visitors, his time may be conserved and his ministry made more effective since they can often inform him of conditions in the home that will make his visit more productive. Some churches employ pastor's assistants with a special view of looking after the work of visitation, but even where assistants and other paid workers are so

employed, their value to the church will be greatly enhanced by the Extension department with its systematic visitation and other personal contacts.

Then, too, we should not lose sight of the importance of utilizing the ability and energy of the church members, especially those who may not be employed, in a definite way, in the administrative and teaching work of the Sunday school. The church will be strong only in proportion as its members are given suitable work to do. The use of church members, perhaps not well adapted to other phases of Sunday school work, in the conduct of an efficient Extension department is one of the high values of this enterprise, and their employment in such a capacity is bound to strengthen the church as an organization. A denomination which relies mainly upon the activities of the pastors and does not enlist the activities of the members is not in accordance with the New Testament and will not permanently succeed in spiritual matters, regardless of what may be its seeming success.

#### *6. Re-establishing Family Worship*

With the changes that have come about in business and domestic life in America, has come also even among Christians, the decadence of family worship. Probably the number of families which maintained family worship in the past has been exaggerated, but certainly the old-fashioned family altar is now the rare exception. Perhaps we should not be too severe in our criticism of present-day Christians in this matter. We should, however, have a constructive method of re-establishing family worship if we would do our duty to our homes, our land, and the cause of Christ.

As tactfully as possible, Extension department visitors should approach their members with a view of securing their interest in maintaining family worship. It may take several weeks or months of cultivation to reach the point where this will be possible. But with persistence, patience and prayer, visitors will be able to secure many victories in deepening the spiritual life of the group. Of

course, those who have no home of their own, but must live in hotels or boarding houses, cannot maintain formal family worship. These, however, are urged to maintain daily private devotions. The Extension department is fostering family worship in a natural way through the introduction of *The Better Home*, with its splendid articles written for the family circle, and its treatment of the Uniform Lessons according to the days of the week, and through the daily Bible readings in the other periodicals supplied to department members. In Malachi we read, "Then they that feared the Lord spake often one to another: and the Lord hearkened, and heard it, and a book of remembrance was written before him for them that feared the Lord, and that thought upon his name" (Mal. 3:16).

### 7. *Indoctrinating the Membership*

Paul commends the elders of Ephesus "to God, and to the word of his grace, which is able to build you up, and to give you an inheritance among all them which are sanctified" (Acts 20:32). Many church members are ignorant of the doctrines of the faith and the principles of Baptists, due to nonattendance at Sunday school or the Baptist Training Union or other church organizations. Thus they are easily led into believing the errors of present-day sects and cults, many of which are destructive of evangelical faith. Certainly, it is the function of pastors to indoctrinate from the pulpit, but those to whom the Extension department would minister are, for the most part, out of contact with the pastor's pulpit ministry.

The continued apathy of more than half of our vast church membership to the missionary appeal will not be overcome until that great host of people is led to the study of the Word of God. Southern Baptists are yet 68 per cent unenlisted in the financial program of our churches. Visitors have many opportunities to interest their members in the denominational program, in the doctrine of stewardship and to enlist them in hav-

ing a share in kingdom enterprises. Securing Bible study on the part of their members is one way of bringing this about. It can be said in truth that all of our Sunday school lessons are missionary lessons, for the Bible is the greatest missionary book in the world.

Few Baptist homes come into contact with the religious papers and magazines published by our denomination. While there is in each state a Baptist paper, we find, for example, in a state which has a membership of more than 200,000 that the circulation of the paper is not more than 6,500. Multiply the number of subscribers by three and we have about the number who may possibly see the paper each week. While there is in the homes of our people more or less reading matter, such as books, magazines and newspapers, there is little distinctly religious literature to be found there. This indicates the great importance of introducing, through the Extension department, such literature as is published by our denomination, of which there is great variety.

Many church members have received little or no instruction in what Baptists believe. Many times perplexing questions arise in their minds which the visitors may help to answer. Those who serve as visitors must themselves be informed as regards the doctrines which Baptists hold. Else how can they effectively serve their members when instruction is necessary?

### *8. Conserving the Church Membership*

In five years one of the states of the Southern Baptist Convention reported 50,000 converts baptized, and during the same period their churches lost by exclusion or erasure 25,000 names. Doubtless a majority of those received for baptism were children and young people, while practically all of those who were excluded or erased were adults. The question arises as to what might have been the result had the Adult department been active in trying to enlist that great host in Bible study. The causes of spiritual declension are many, but there are two



causes that stand out everywhere in bold relief; to-wit, neglect of Bible study and neglect of prayer.

Our churches have been foremost in evangelism and have had great success in winning people to the initial experience of grace. What about the exercise of spiritual discipline, by which those who are evangelized and won are developed into active Christians? The possibilities of this lie largely in the field of the Sunday school, and for very many thousands of our people they lie in the realm of the Extension department. Surely every pastor and general superintendent should be the friend and helper of this department!

It is the birthright of every Christian to be a "worker together with God" in bringing in his kingdom. The fact that in many of our churches only a minority of the members are actually engaged in any specific task speaks loudly for the need of a spiritual ministry of this sort. Those who find their lives circumscribed may be brought to see that one's opportunity for service to the Lord is not confined to any four walls. Just as a teacher of a class in the Sunday school seeks diligently to discover how each member may develop spiritually and often prescribes definite avenues by which that is made possible, so the visitor may study his members and find a place where each may, in a vital way, serve his Lord in the church. Thus will the members be developed spiritually and grow in kingdom interest.

### *9. Offering Privileges of Christian Fellowship*

Those who attend the Sunday school enjoy privileges of fellowship which would also be sought by the great outside masses of our people did they but know its blessedness. This is true of children, many of whom would never know the meaning of Christian fellowship without Sunday school experience, but it is especially true of adults.

The Bible classes in the Young People's and Adult departments constitute a bond of fellowship such as can be found nowhere else. Whether their members are in



the church or not, they are the recipients of Christian kindness and attention. The sick are visited, the needy and unfortunate are helped, and the sorrowing are comforted, without reference to social or financial standing.

The contacts between Extension department workers and their members have also proved of great value in the promotion of Christian fellowship. In many churches these fraternal contacts have usually been limited to visitation work by pastors and a few helpers. A fully organized Extension department can accomplish much in the way of spiritual contacts, which would otherwise be largely neglected. Failure at this point may account for many unenlisted members carried on our church rolls. The Extension department by personal contacts, as well as by department meetings, seeks to overcome this lack among its members as far as possible.

#### 10. *Winning the Lost*

Most of those baptized into the fellowship of our churches come through the Sunday school, often as great a proportion as 95 per cent. A gospel singer assisted in revival meetings with the same preacher in two excellent churches in different states. In one, there were 128 additions, and all but one came from the Sunday school. In the other, there were 129 additions, and again all but one came from the Sunday school. The Extension department widens the field of personal evangelism by providing a Bible "taught" constituency, persons who have been taught how to win others, and by a constant visiting program.

The Extension department workers, everywhere, proclaim the method of approach offered by the department a most effective means of reaching many lost people. Some have been won who never before have had contact with religious organizations or been under religious influences. No excuse is needed to go into any home; workers need not await an invitation to go. Some have been won from the class of those utterly indifferent at first to

evangelistic appeals. Many who were advanced in years and physically unable to seek someone to lead them to Christ have been discovered and won.

In a large city church the evangelistic results were most gratifying even during the first year of the Extension department. In one week three women, all above sixty years of age, accepted Christ as Saviour. The son of one of them was an avowed disbeliever, but he too found Christ. The oldest man the pastor ever baptized was won. And a woman eighty-four years of age was led to Christ. Even the hardest cases seem to yield when Spirit-led workers set evangelism as the supreme objective of their work and go to their members with high spiritual motives.

Catholics and Jews have been numbered among those who first became interested in reading the periodical furnished by the Extension department only to be led to a full acceptance of the Christ about whom they studied under the skilful guidance of a devoted visitor. A Jewish lad got into trouble in one of our Southern cities and was placed in the city jail where an Extension department worker, a woman of mature years, was ministering to several of the inmates. She became interested in the boy and tried, in a motherly way, to show her interest in him. At first he laughed at her and ridiculed her work among the other prisoners as she talked with them about Jesus and gave them Testaments and Sunday school literature. Then he began arguing with her about the Scriptures, for he knew well his Hebrew Scriptures. She did not argue, but courageously stated her convictions and gave him a New Testament. He began reading it to try to disprove her statements, but the reading had the opposite effect. He began to believe that the Word was true, that Jesus was the long promised Messiah. Soon he had accepted Christ as Saviour and Lord. The Extension department worker took him to her own home, as his family in a distant city had disowned him, and helped him through college. He is giving his life as a

preacher of the gospel to his own people and while in college has been notably successful in his efforts.

In many Catholic centers the use of *The Better Home* is particularly helpful as members of that church have to confess to the priest when they read the Bible, but reading the quarterly makes no such demands upon them. Often conviction of sin follows their study of the Sunday school lessons. Many have been known to come, as Nicodemus came to Jesus by night, to the pastor's door asking for copies of the magazine.

Many Extension departments have had good success with foreigners who do not speak our language. The work in institutions of various kinds and in mission Sunday schools is distinctly missionary and exceedingly fruitful. In two years' time, in a small town of less than one thousand population, the Extension department ministered to more than a thousand persons in the county jail. During that time 125 inmates made profession of faith in the Lord. More than one hundred pleas of "guilty" were entered in the court records, changed from "not guilty" after the men accepted Christ. This method of personal evangelism is in accordance with the New Testament pattern and is much needed in our day.

## V. THE DEPARTMENT CHALLENGE

It has been true throughout the history of our Sunday school development that when a special place for special groups was made they were reached. It has taken a long time to make adequate provision for adults in our Sunday schools, but their response has been so amazing as to reproach us for our long neglect. Yet how much less aware have we been of the group that is to be reached by the Extension department—those for whom no provision has been made, in many places, in the ministry of the Sunday school, or in our hearts and in our prayers. The eagerness with which the people have availed themselves of the opportunity to join our schools through the

Extension department has been a revelation of hungry, yearning hearts. Many workers in this department have stated that when the real purpose of the department has been made clear, not a single prospective member approached had failed to join. The Master's word was "Go." Where consecrated men and women are going to this long-neglected group, the people are coming; coming to Christ, coming to his house, coming to have their part in his great kingdom program. One has aptly said, "If we want them to come and sit with us in our pews, we must go and sit with them in their chairs."

An earnest student of Sunday school work gave this testimony as he viewed the results and the possibilities of the work of the department: "I am impressed by the fine development and the tremendous possibilities of the Extension department. I really believe that the next great step in the advancement of the Sunday school work will be in the full development of the possibilities of this department. If the people cannot come to the Sunday school, the Sunday school must be taken to the people; and the Extension department is the agency to perform this feat. In so doing it will accomplish a great home mission task, which is one of the greatest tasks before us at the present time."

It may be said with assurance that the Extension department has justified itself by the results it has already attained where it has been given a fair opportunity. Every church should have such a method of enlistment in the organization of its Sunday school if it would seriously attack its God's given task of teaching the Word to all the people. What will you and your Sunday school do with the Extension department?

## QUESTIONS FOR REVIEW AND EXAMINATION

1. What is an Extension department?
2. Why do you feel that your Sunday school needs an Extension department?
3. Discuss the spiritual ministry of the department.
4. What are the department objectives?
5. Discuss some of the benefits of the department that seem to you to be most needed in your own situation.

## OUTLINE

## I. THE DEPARTMENT TASK ASSIGNED

## II. A SPIRITUAL MINISTRY

## III. THE DEPARTMENT OBJECTIVES

## IV. A MANIFOLD MINISTRY

1. Awakening Consciousness
2. Increasing the Membership
3. Co-operating with the Home
4. Stimulating Interest in Worship Services
5. Assisting Burdened Pastors
6. Re-establishing Family Worship
7. Indoctrinating the Membership
8. Conserving the Church Membership
9. Offering Privileges of Christian Fellowship
10. Winning the Lost

## V. THE DEPARTMENT CHALLENGE

## CHAPTER IV

# ORGANIZING THE DEPARTMENT

The slogan of certain taxicabs in Washington City is "Organized Responsibility." No one will question the responsibility of the Sunday school for enlisting in Bible study the great host of men and women who have not found it possible to attend the Sunday school. The Extension department is an organized recognition of that responsibility.

When the Sunday School Board of the Southern Baptist Convention included the Extension department as a definite division of the Sunday school and assumed responsibility for its promotion, efforts were begun to reach a more varied constituency and to enlist men, women, and even young people as workers.

## I. PRELIMINARY PREPARATION

Just as the Sunday school is organized to reach, win and teach those who should be in attendance in the several departments, so the Extension department as a part of the school must be organized to reach, win and guide in Bible study those who cannot attend the Sunday classes. However, in setting up such an organization much preliminary preparation must be made if the organization is to be permanent and adequate.

### 1. *Survey the Constituency*

Even in those churches where a religious census is of frequent occurrence, the overwhelming numbers of unreached possibilities for the Sunday school that are discovered give the leadership pause. Nothing else will so convincingly show to Sunday school leaders the need for the Extension department. Often the census taker finds those whom he visits hindered from attending Sunday school. When this information is transferred to the card,



the Extension department workers have a list of prospects and can go to work immediately; otherwise they must wait until the prospects have first been visited by workers from other departments, and reported as being Extension department prospects. It is advisable to carefully instruct the census takers about the Extension department and its ministry so that they will not overlook any possibilities for this department. Many times the questions on the census card, "Extension department prospect?" and "Why?" are omitted or the information recorded is incomplete because the census takers do not understand them. The census will not only disclose a large number of prospects, but will inform the constituency that such a department exists or is about to be inaugurated. It will be a means of informing the census takers, at least, about the department. Often they are among the finest workers in the church, but they may not be conversant with the purpose, plan or membership possibilities of the department. As they find in their census taking those who cannot be ministered to without the Extension department, they themselves will become convinced as to its place in the general organization and will be able to inform such persons concerning the department which was created to meet their peculiar needs.

It will be a revelation to check the church roll against the Sunday school roll and find half the resident members not enlisted in the school. Often there will be discovered a large group who were once enrolled in Sunday school, but who cannot now attend and have been dropped from the roll. Another fruitful source of prospects is found from checking the rolls of the Intermediate and Elementary departments against those of the Young People's and Adult departments for parents of children enrolled in the school. Listing the places of business open on Sunday and making a survey of the possibilities in each will yield many prospects and secure a number of personal testimonies as to the eagerness of those

deprived of Sunday school privileges to avail themselves of the opportunity to study the Bible through the Extension department. Still another fruitful way of finding prospects is for the visitors to make a house to house canvass of their districts. They can use a census card to record the necessary information about the prospects. This canvass may be done over a period of weeks, working a block at a time if necessary.

### *2. Inform Church Leadership*

When all the facts and figures have been tabulated regarding this great group, the general superintendent and pastor should present them, perhaps from a black-board in itemized columns, or in mimeographed form, to the leadership of the church especially, and to as many of the church members as possible. If these facts are properly presented, they will stir to action.

But the benefits of the department need to be presented as graphically as the facts. This may be done in various ways. Stories of what the department has meant in other places may be secured and quotations as to the benefits of the department to individuals may be given. Playlets based on the actual results in other departments may be given at the monthly workers' conference, or at the prayer meeting. Those interested should visit among the prospects and find out from actual contacts how wistfully desirous these neglected groups are to have a vital touch with the Sunday school, how hungry they are for real Bible study. Naturally, care must be taken in such approaches to these, for response will be conditioned by the approach and attitude of the visitor. Visitors need careful instruction for initial contacts, else the entire enterprise may suffer. Free literature on the work of the Extension department may be secured from the state Sunday school secretary's office or from the Baptist Sunday School Board.

Several conferences should be held so that all the Sunday school workers may know about the plans and purposes of the department and how to co-operate in the

project. After this vision of the possibilities will come an eagerness on the part of the church to inaugurate and support the department. It has been found that launching a campaign to enlist every church member in Sunday school has aroused intense interest and positioned the Extension department in the thinking of Sunday school workers. There is probably no finer way of enlisting the wholehearted support of all the Sunday school forces. Such a campaign practically requires a school to organize this department and on a broad basis. The plan should be presented in a most attractive and convincing way to the Sunday school workers, in an effort to win their full co-operation. This may be done at the weekly officers and teachers' meeting or at the monthly workers' conference. The pastor will have excellent opportunities to inform the entire church and Sunday school of the proposed plans.

Many pastors have found inviting the church membership to a week's study in the art of visiting to be an excellent means of creating interest in beginning the work members of the organizations represented may examine their work to see if they have an adequate visitation program. It will be easy to show, if the facts are at hand, that the school cannot have an adequate visitation program if there is no Extension department. As assignments are made for visiting during the week, to enable those who are studying the art of visiting to put into practice the principles studied, care should be taken that prospects for the Extension department are included. The needs of this group and their long neglect will bear heavily upon the hearts of those who have made these contacts. It will not be difficult to lead them to a desire to organize the department. Experience has shown that unless a majority of those who are active in the church and its work know about the Extension department, are in sympathy with its work, and lend their co-operation, little permanent good can be accomplished

by its organization. Therefore, though it may seem to those who are anxious to organize the department, that it requires a long time to lay a good foundation of understanding and co-operation, such preliminary work will soon prove of great value in the new work to be begun.

## II. BUILDING THE DEPARTMENT PERSONNEL

Of major significance is the building of the department personnel, for these important posts cannot be filled by just any one.

A completely organized department will need a superintendent, one or more associates, a secretary, and one visitor for every fifteen possibilities. However, a department may be organized with only one worker, the superintendent—who can serve as officer and visitor for about fifteen members. If there are more than twenty-five possibilities, the complete organization is recommended.

### 1. *Select Superintendent*

With the entire Sunday school interested in and praying for the success of the new undertaking, the general superintendent and pastor should have no difficulty in securing the consent of one of the best workers in the church to take the leadership of so important a phase of its work. Much prayer and thought should be given to selecting the superintendent. Those departments that have enlisted men as superintendents have been among the most successful, as a man can enlist other men as visitors much more readily than can a woman. In many situations the majority of the prospects for the department are men, so a large number of men visitors is needed. Some women are quite capable as executives and have the ability to enlist both men and women workers. Such ability should be an outstanding characteristic of the selected superintendent, be that one a man or a woman.

When the superintendent, whose qualifications for the task are so apparent as to commend him for this difficult work, has been selected, the general superintendent and

pastor should seek to enlist him through a personal interview, holding out to him the opportunities for large service to be rendered. One who is well qualified for the place will give the work more consideration when its difficulties and problems are frankly presented. One may be enthusiastic for that which is difficult—indeed a strong leader, such as will be needed, cannot get up much enthusiasm for a work which presents no difficulties, or which is not supposed to cost him anything of time and energy and even of sacrifice.

It can readily be seen that the possible size of the department and the administrative difficulties, as well as the tremendous task of enlisting and training sufficient workers, requires an executive of no mean ability. To be superintendent of the Extension department should challenge the finest, most vigorous Christian of the church as being probably the most difficult task to which he might be assigned by his fellow members.

## *2. Secure Other Officers and Visitors*

Having given his consent to serve as superintendent of the department, he will then assist the general superintendent and pastor in completing the organization. If the possibilities for the department are many, the superintendent will need at least one associate to whom may be delegated a part of the responsibility. If the superintendent is a man, he will need a woman associate superintendent to whom he can assign part of the details and responsibilities. Some superintendents find it exceedingly helpful to have both a man and a woman as associates.

A secretary will, of course, be needed, and sufficient visitors should be secured, one for every fifteen members. Just as he was impressed with the privilege of serving in this department, the department superintendent should undertake to present, to those whom he seeks to enlist as workers in the department, the possibilities for service which it offers.

Too many visitors can hardly be enlisted, for in many situations as many visitors for this department as there



are at present officers and teachers in the rest of the school are needed. Adult men and women of varying ages and young people who are somewhat mature in their Christian development should be selected as visitors. It should be borne in mind that handicaps will be encountered if those who are selected as visitors are already at work somewhere in the Sunday school as officers and teachers. Their tasks in the other departments are of sufficient importance to require the best they can give of time and energy. When in addition thereto the work of the Extension department is laid upon them, it necessarily receives divided attention. Then, too, at the weekly meetings of the workers, at the training schools, at conventions and conferences and assemblies a choice must be made as to which department group to join. No one can criticize a worker with dual tasks if he chooses to attend the meetings of the other department in which he works. Besides, many church members need a definite place of service, and the Extension department offers a new opportunity for usefulness. Many who, perhaps, might not fit so well into any other sphere of activity, may find work in the Extension department exactly in line with their desires, abilities and opportunities. It is poor spiritual economy to overwork the willing, so that the duties are not well performed, while others are deprived of the privilege of service and the spiritual development and satisfaction that it brings.

In selecting visitors, those who cannot be absolutely regular in Sunday school attendance, but who keep in constant touch with the church and school, should be considered as possible workers. Often such persons make excellent visitors, for they know from personal experience what it means to be deprived of regular attendance. Many times they are eager to serve in some capacity in the Sunday school, but other departments cannot use their services, by reason of their irregularity. A visitor should be able to be present at the weekly meetings of the workers and should have opportunity of at-



tending regularly at least one of the services of the church, in order to keep in close touch with the work and receive the necessary spiritual edification and encouragement such services bring.

After securing the consent of the officers and visitors needed, the general superintendent should present the names to the church for election in the same way that other officers and teachers are elected. The Extension department superintendent shares equal rank with those of other departments in the Sunday school, while the visitors bear the same relationship to this department that teachers do to their department.

### III. MAKING THE ORGANIZATION EFFECTIVE

With the department personnel complete, or with at least enough officers and visitors to make a worthy beginning, there is yet much to be done in making the organization effective.

#### 1. *Inform Officers and Visitors*

At a meeting of the entire organization, the superintendent of the department will do well to inform his workers as to their duties. He should see that they have all necessary supplies and that they have the leaflets on the department work to study. Before being sent out on the work of enlistment, a visitor should be fully informed as to what is expected of him as well as how to approach prospective members. Meetings of the workers should be held when the officers and visitors may consider together the department book. They should definitely study it, take an examination on it and receive the proper award. Naturally such a study will give them a more comprehensive view of the work than could otherwise be obtained.

Some very successful superintendents have each visitor demonstrate before the group of visitors at one of the weekly officers and visitors' meetings that he knows how to enlist a new member. Following the demonstration, discussion of the procedure will lead to a real study of

the problems involved in such a visit and the best way to present the department, as well as other fine points on the art of visiting that are brought out. Visitors really need to make an intensive study of how to visit before they are given their assignments; otherwise, they may become discouraged. Visitors may do definite harm should they fail to present the work in a right, attractive, and interesting way, or use a wrong approach. If it is possible for the superintendent or one of his associates to go with the new visitor to make a few special visits, it will prove helpful in determining just what sort of assignment to make to him. Some people react very favorably when visiting in a humble home, but prove themselves a complete failure in connection with other situations. Some can visit shut-ins and make a real contribution to their needs, while others cannot. By studying the several types of visitors the superintendent will be able to assist the new workers to secure the particular training that is needed.

## *2. Divide the Territory into Districts*

Much of the success or failure of the department will be determined by the assignments to the visitors of those whom they are to visit. In a meeting, or probably in a series of meetings, of the department officers, general superintendent and pastor, the constituency of the department should be classified. A map of the church territory should be placed in view of all the workers and if the census returns are available, so much the better. In some cases, the workers will have made preparation for this meeting by indicating on the map, by the use of different colored pins, the location of the shut-ins and shut-outs as discovered in the census. Others will have prepared on large cardboards, one for each block of the church territory, its physical arrangement as to the number and position of the houses, with information as to the prospective members in each. While this requires a great deal of work, it furnishes a visible basis for a more intelligent division. One of the ideals of the department, as

set forth in preceding chapters, is to enable the school to minister to all the prospects in the community for whom the church is responsible. To achieve this, a geographical districting of the church territory seems to be the most practical method.

If there are not enough visitors enlisted to cover the territory fully, then either that nearest the church should be selected and assigned, leaving the outlying territory without any workers, or vice versa. As this situation is kept constantly before the church, it will be an eloquent plea for more workers. Otherwise, the department probably will drift along insufficiently manned to care for the members, resulting in overburdened visitors, whose members thereby lack close personal attention, or with a great host of neglected, unenlisted prospects here and there over the territory who are completely lost from sight.

The districts should be small and workable, with a man and a woman visitor assigned to each. Even if a religious census has not been taken, these visitors may secure their own groups by a house-to-house canvass, using the regular census cards. They will be responsible for all those living within their territory and will co-operate in making the initial contact to determine those who need to be enlisted in the Extension department. Needless to say, as prospects for other departments of the school and for other organizations of the church are found, complete information regarding them will be given to the general enlistment officer of the school and the heads of the interested organizations. The visitors should keep an eye on vacant houses and welcome newcomers to the community. If there is a sufficient number of workers in each district who are well trained, alert and observant, the necessity for a religious census of the community will be much less frequent. When fifteen members have been secured by a visitor additional visitors may be assigned to the district. This sort of districting and enlisting is the best way to prevent people being overlooked.

As already mentioned, the type of visitor is to be considered; not everyone will fit everywhere. It is obvious that there will be some prospects who will require special attention. The best way to handle such persons is to assign them to special visitors. There are special groups, such as nurses, firemen, and inmates of institutions for which special visitors may be provided. If there is, for example, a sufficient number of young men who have to work on Sunday, another young man, a few years their senior, might prove to be the best visitor for them, but naturally he would not care to take a group consisting of persons of varying ages. Judgment will need to be exercised in these assignments and individual ingenuity will be brought into play as the conditions are analyzed and met. To make special assignments to all the visitors would be to dissipate their efforts and there would be no certainty that all the constituency would be reached. Therefore, the geographical district should be the basis for assigning the prospective members, but not all members can be assigned on that basis.

### *3. Install Workers Publicly*

Because it will greatly stimulate the new department, the officers and visitors should be publicly installed. As their election from year to year will occur at the same time as that of the other officers and the teachers, they should be installed with them at the beginning of the new Sunday school year. This results in setting them apart by the church in such a way as to dignify and magnify their positions in the minds of the members of the church, in whose presence this installation service takes place. It further serves to include in the thinking of the church members the workers from this department as a definite part of the Sunday school organization.

### *4. Adopt a Worthy Program*

It is well known that the departments of the Sunday school have objectives set before them in what is called the Standard of Excellence. No mere mechanical ad-

herence to and achievement of the Standard offered will suffice to make a really efficient department, but if the Standard is looked upon as a program to guide to intelligent effort in reaching, winning and developing the members of the department, it will, as with others, prove itself of great value to the Extension department. The Standard of Excellence incorporates the principles for effective functioning as a department.

A Standard of Excellence for Extension department groups is also provided suggesting a worthy program. Copies of these department and group Standards may be secured from your state Sunday school secretary or from The Sunday School Department, Baptist Sunday School Board, Nashville 3, Tennessee.

#### *5. Register with the Sunday School Board*

If the department superintendent's name is on the mailing list of The Sunday School Department, Baptist Sunday School Board, Nashville 3, Tennessee, under whose direction the Extension department is promoted throughout the territory of the Southern Baptist Convention, a letter will be received twice a year with suggestions for improving the work. Announcements of new literature, new developments and all Southwide meetings of interest will also be sent. There is no cost attached to this service and no obligation is assumed by departments which are thus placed on the mailing list. The department should be reregistered every year after October 1, by sending the name of the church and association, the name and address of the department superintendent, general superintendent, and pastor to the above mentioned address. The state Sunday school secretary is also furnished the name and address of the superintendent in order that he may keep the workers in his state informed regarding important events and developments.



## QUESTIONS FOR REVIEW AND EXAMINATION

1. What preliminary steps would you suggest in organizing an Extension department in your school?
2. Indicate some ways of finding prospects for your Extension department.
3. What officers will you need in your Extension department?
4. How should the officers and visitors be secured?
5. Why is it wise to secure officers and visitors in the Extension department who are not already officers and teachers in other departments of the school?
6. What is the best way of making assignments of members to the visitors?

## OUTLINE

- I. PRELIMINARY PREPARATION
  1. Survey the Constituency
  2. Inform Church Leadership
- II. BUILDING THE DEPARTMENT PERSONNEL
  1. Select Superintendent
  2. Secure Other Officers and Visitors
- III. MAKING THE ORGANIZATION EFFECTIVE
  1. Inform Officers and Visitors
  2. Divide the Territory into Districts
  3. Install Workers Publicly
  4. Adopt a Worthy Program
  5. Register with the Sunday School Board



## CHAPTER V

### THE SUPERINTENDENT

Efficiency is a word commonly used in the business world to denote the practical effects of energy expended by those who serve in any phase of organized endeavor. The Extension department can only be efficiently conducted when its leaders are proficient, thoroughly versed in its purposes, technique, and program and working to the point of skill in meeting its various responsibilities.

The superintendent should possess the spirit of Christ in the task of going about doing good. His love for his Master should be evident as he ministers in his name to the sick, the sorrowing, and the needy; to those who are lonely, wandering, or living in sin. He will surely need to claim the Master's last promise, "Lo, I am with you alway," and to be assured that the Holy Spirit goes before him to prepare the hearts of those whom he is to visit. Radiant good cheer and friendliness should characterize the superintendent. He must be responsive and sympathetic in his dealings with the people. His spirit of loyalty and co-operation should be an example to all his associates. He should be able to inspire his associates and encourage them in their work. If he is willing to study, he can thoroughly prepare himself for his tasks, even though at the beginning he may know but little of the work. Energy and initiative will be required.

#### I. DEVELOPING THE DEPARTMENT PERSONNEL

The superintendent should not seek to do all the work of the department, but should be able to delegate to others their tasks and secure their joyful co-operation. He should excel in the fine art of discovering prospective workers.

### 1. *Discovering Workers*

One of the highest paid and most important executives in the business world today is the personnel director. When a new store is to be opened, he spends weeks interviewing many applicants for positions. He selects those who seem best suited to that particular store. Then he must find the place where they will best fit into the organization. Likewise, the superintendent should choose his workers from those who have the following characteristics: a consecrated spirit, genuine love for Christ and for lost people, a deep and abiding loyalty to the church and its program; tactfulness, willingness, and patience that will persist in the face of difficulties.

To lead church members into places of service where they may develop spiritually and serve their Master well is the great opportunity of the superintendent. And there are many Baptists who need a real task, an avenue of Christian development and an opportunity for service. This one place of service will tax their ability, time, and energy if they will put their best into it. He should not be satisfied with his present corps of officers and visitors, but should constantly be seeking to add new workers and enlarge his department. It is a great achievement to discover latent talent, develop and utilize it in the program of Christ, and it is worthy of much prayer, thought, and effort on the part of the superintendent. He is also responsible for seeing that the organization is maintained. Neglect at this point will lead to failure. As vacancies in the staff occur, new visitors and other workers will be required. He will, of course, consult with the general superintendent and pastor in selecting his workers.

### 2. *Training the Workers*

The superintendent can scarcely consider his organization ready to function properly until his workers have been trained for their tasks. A study of the Training Course for Sunday School Workers, especially the four books leading to the diploma, and those on the Bible,

doctrines, stewardship, missions, and personal soul-winning should be undertaken by all Extension department workers. Of course, a study of the textbook of the Extension department will be the basis of their special preparation. Since they must contact every phase of the work, the visitors need also to be interested in all of the books in the training course.

Much of the work of this department depends upon the personal touch and influence of the visitors. It is therefore needful that they be well acquainted with the plans and purposes of the department; with the work of the other departments which they will be constantly urging their members to join; with the various activities of the church in which they are seeking to interest their members; with the Bible, in the systematic study of which they are endeavoring to enlist their members, and with the way of salvation, that they may be able to win to Christ those who are unsaved. Therefore, it is evident that much preparation for their tasks must be made, and that one special week of study a year will not be sufficient. This training requires time, but the workers should constantly prepare themselves for better service to their members under the guiding hand of the superintendent, who will find his best opportunity for a continuous training program in the weekly meetings of the officers and visitors.

### *3. Supervising Their Work*

The superintendent should be an executive who so believes in the work of his department that his enthusiasm will inspire his associates, even though his visitors may meet with rebuff, with discourtesy and indifference on the part of those whom they seek to serve. If real or imaginary difficulties present themselves to dampen their early enthusiasm, or if trying and perplexing problems have to be faced, many of which are enough to dishearten even the most interested worker, or if few visible results can be noted over a long period of time, the superintendent needs to be the kind of person who

will not himself become discouraged, but who can view the larger good to be accomplished, who can realize that even if only one person is helped, the effort is worth while, and who can impart this same spirit to others. He needs, on the other hand, to be able to temper the enthusiasm of those who are inclined to be too intense in dealing with their problems.

He has a right to expect full co-operation on the part of all his workers, while appreciation and sympathy on his part will be helpful to them. They will absorb, consciously or unconsciously, his attitudes, will imbibe his interests and beliefs and will come to possess his enthusiasms, based on convictions. He must not be too tolerant of indifferent work and neglect of members, but he may demand faithfulness in his workers without undertaking to drive them. They will naturally catch the spirit of a wise and energetic leader.

In regular conferences with his visitors, department morale may be built up. Often individual help will be needed by some of the workers. It may be discovered that the visitor has been given the wrong assignment. While he may not effectively serve the group to which he is assigned, he might do well with another group. The superintendent should make such adjustments as are needed in as gracious a way as possible. If some visitors seem to be failing to meet the needs of their groups, he will seek to discover the reason and lend such assistance as may be possible.

The superintendent needs to be a seasoned Christian so that he will not be overwhelmed by the difficulties of the work; he needs to be a seasoned worker so that he will not be led off at tangents, but will be recognized as the real leader of the department in whom his associates can have implicit confidence as they consider his plans and policies.

He needs to have a strong grip on the Lord, with convictions as deep as life, that the work he and his workers are attempting to do is an essential part of God's plan

for reaching lost people and that unless the work is carried on many people will remain in their lost condition. The superintendent needs to be able to impress these convictions upon his workers, to make them feel their oneness with the purposes of Christ, to believe that, while they alone are unable to accomplish much in the great task, they can be used by the Lord to bring to fruition in the lives of others his purposes for them. Every contact that the superintendent makes with his workers should lead to encouragement and stimulation. He should be able to create in his workers spiritual ambitions, for their own personal development and for that of their members. He should make his officers and visitors feel that they, with him, are "workers together with God" in a needy field, using the methods of the early disciples which so effectively set forward the kingdom in its beginning. If the superintendent will thus magnify the work, the visitors will be led to give themselves wholeheartedly to their tasks.

## II. BUILDING THE DEPARTMENT MEMBERSHIP

It is quite obvious that the department's membership will not exceed the superintendent's vision. If he sees as membership possibilities only the group of shut-ins, his enrolment will be practically confined to that group. If, however, he has in his mind and heart the idea of reaching all the prospects in the church community through some department of the Sunday school, his department workers will share his enlarged vision and the enrolment of his department will be evidence of the scope of his vision.

### 1. *Overcoming Prejudices*

One of the most serious deterrents to enrolling all of the prospects for the Extension department is the misconception of the department that exists in the minds of many. A superintendent and his workers, conscious of these mistaken ideas, should first of all adopt the right attitude themselves. To censure people for their limited



viewpoint regarding the department will but widen the breach and may arouse antagonisms difficult to overcome. To become impatient at others' lack of vision of the possibilities of this work will not have a beneficial effect. To lament lack of co-operation on the part of others will not secure better co-operation. But if there is an undaunted courage in what one is attempting to do and an indomitable spirit because of the issues at stake, coupled with a Christlike devotion to the task, his faith will help to overcome all prejudices. A negative approach will not prove attractive, but a positive one will prove magnetic and bring ultimate success. Workers should always seek to plant in the minds of others the ideals and conceptions they cherish regarding the work before prejudices and misconceptions of the work have opportunity to appear. In this way these faults may be completely uprooted, without controversy, and others will thus attain the proper viewpoint and understanding.

## *2. Placing Definite Responsibility*

The best way to secure results in any field is to place upon individuals the responsibility for results. The Extension department superintendent will, therefore, place the responsibility for enlargement upon his visitors. At the beginning of the department's existence, their first work will be the enlistment of members for their own groups. When they have reached the maximum number for an effective personal ministry to their members (for most visitors about fifteen), the superintendent should aid them in further enlistment by furnishing additional visitors. Often enlistment is limited at this point, for there is danger of acquiring many more members than the department can adequately care for, should the superintendent's enlistment program for securing workers not keep pace with the department's growth.

If the superintendent knows who are the prospective members, he can much more effectively assign them to the proper visitors. Enlistment of some people will depend almost entirely upon the visitor assigned; upon



securing someone who will make the proper appeal. All the visitors should be carefully trained in how to make the initial approach and how to present in an attractive, compelling manner the benefits of membership in the Sunday school. But differing personalities must also be considered and the superintendent must not be content to allow a visitor to fail to enlist a prospective member. Perhaps a new approach is needed; probably patience and more prayer will bring results. Sometimes a change of visitor will be required. It has been observed in some departments that among the best workers are those who were once the most difficult to enlist. Because they know from personal experience the difficulties that are in the way of being enlisted, they frequently prove to be most effective workers in dealing with other difficult cases. There are times when the superintendent or one of his associate superintendents should take over the task of enlisting certain prospects.

Even though everything that has been done seems to have failed, the superintendent should not erase from the prospect list the name of one who appears definitely to lack interest. He should believe that all can be effectively reached and should persist until they are won. There may be a tendency to surrender when enlistment does not immediately follow effort, but it is well to remember that with some indifference has become chronic through the years. How can one expect to overcome such an attitude within a brief space of time? It may be that some will not yield to the earnest efforts of a warmhearted visitor, but who are we to decide who will not? Is it not ours to continue our efforts, believing that somehow, sometime we shall succeed?

At the weekly meetings of the workers, reports will be made as to progress in enlistment and reassignments may at that time be made, if necessary. It is at these meetings that encouragement and training may be given which will result in a cultivation of the spirit of patient persistence.

### 3. *Handling Transfers*

At first thought, those who are not acquainted with the approach of the visitor to his members, might think that the department could well be used for the purpose of transferring, automatically, all those who are rather inactive in the other departments, thus relieving the rolls in the various classes, of many who rarely attend. But so to use the department is to abuse it and set in motion currents that may bring disastrous results. Members of other departments should not be transferred to the Extension department except for their inability to attend, and then only with the consent of the one who is being transferred. In all these matters there should be exercised the utmost tact in dealing with the members and the fullest co-operation in working with the other departments.

## III. CO-OPERATING WITH THE SCHOOL AND CHURCH

Certainly, as a church officer and as a member of the general superintendent's cabinet, the department superintendent will feel a deep loyalty to both school and church. He will be interested in all that the church and school are doing and will feel that he and his department can share in helping both to reach their objectives and function to the fullest extent to the largest group.

### 1. *Achieving Proper Attitudes*

As has already been indicated, the attitude of this department toward the others should be one of sympathetic understanding and co-operation. As workers are developed, some of them may be needed in other departments. Fullest co-operation should be cultivated between the Extension department and the leaders of the school so that there will be graceful surrender of workers, from time to time, to the other departments. However, when the general officers and the department workers have come to appreciate fully the work that

the Extension department is doing, they will hesitate to take from its personnel its best workers if by so doing the work will be weakened. On the other hand, when it seems advisable for the establishment of the Extension department to secure from some other department one or more of its best workers, this should not be done without the full consent of all the leaders, both general and department, and not until it is possible to replace in the organization the worker who is taken out for service elsewhere. There should be among all the workers a feeling of "togetherness" as all departments must work together to the end that all the people may have Sunday school privileges.

The Extension department superintendent will not be so concerned about building a great Extension department as about building a great Sunday school in which is provided Bible study for all. He will be interested in the entire program of the church and will acquaint himself and his workers with every phase of it. He will recognize that one of the objectives of his department's work is to enlist the members of his department in every phase of the church's life in which they can participate.

There will likely be certain special cases where one should not be placed on the Extension department roll, even though he cannot regularly attend the Sunday sessions, but whose membership should be retained in his class. As a safe principle to follow, it may be stated that, as in everything that we attempt to do in the Sunday school, the needs of the individual should govern. In other words, if an individual can be ministered to more effectively by some other department, by all means he ought to be a member of that department, instead of the Extension department. But the Extension department workers and those of the other departments should have a mutual understanding regarding him and be fully assured that he is being cared for in accordance with his spiritual needs.

## 2. *Co-ordinating the Work*

The Extension department workers will be led by their superintendent to be loyal to all the meetings of the school. Their presence at the monthly workers' conference will speak well for their interest in the entire school. At this meeting reports of the progress of the department should be made by the superintendent in an interesting way, giving due credit to the workers from other departments who have assisted. Recognition of the dependence of this department upon the co-operation of the others needs to be frequently made. In return, full co-operation of the Extension department with other departments should be evident.

At the weekly officers and teachers' meetings, where all departments of the school come together in joint session and then divide into department groups, there is offered another opportunity for co-ordinating the work. At this meeting the names of prospects for other departments and organizations, found during the week by the visitors, should be delivered to the proper persons. The workers of the Extension department should be present at these meetings and enter into all the plans presented for the school. Thus will come a recognition of the department as an integral part of the school and not as a mere auxiliary, with only a loose connection. In every respect the Extension department should fit into the plans of the school, carrying its full share of responsibility for promoting the interests of the school as a whole.

If the school has regular days for visiting, the Extension department should assist in the undertaking. When training schools are held, the superintendent should endeavor to see that his department workers avail themselves of the opportunity for training. He should co-operate in all the training plans of the school. If the general superintendent agrees, the superintendent may lead his own workers in training without waiting for a regular training school and may urge them to pursue

the training courses through individual study as now provided by the Baptist Sunday School Board.

The Extension department should furnish its quota of workers for taking the census of the church community. Without this information the departments will be helpless, in many cases, to get in touch with their constituency. Large results from the use of the census returns often come through the work of the Extension department. In some Sunday schools it has been arranged for the Extension department workers to take the "not at home" cards and complete the census taking. Where the information is uncertain or incomplete, such as the omission of ages, these workers can make available for use a large number of otherwise useless cards.

Since the Extension department is a vital part of the organization of the Sunday school, there is no reason why its program should not fit into that of the entire school. For example, March is observed in most Sunday schools as Missionary Month, with special missionary emphasis given in all the other departments of the school. The Extension department can center its interest and efforts in the same way, most effectively. With its opportunity for a quarterly meeting of its members, much of the missionary program material can be used. A special missionary offering can be made, if this is in keeping with the policy of the school. During the month, the visits may have as a prime object the interesting of the members in the missionary program of the church.

In the special evangelistic efforts of the school, the Extension department may function in a practical way, as it will probably have on its roll a much larger percentage of lost people than will be found in most of the other departments. The conditions for personal soul-winning among its members are most favorable.

In the financial program of the church, workers of the Extension department may have a worthy share. Visitors, who personally know the members, can frequently secure by direct approach the better enlist-

ment of church members in the financial support of the local budget and the various denominational causes. The visitors have opportunities throughout the year to prepare church members to become liberal givers by giving valuable information regarding the denominational program.

In making his plans for the Extension department, therefore, the superintendent needs to confer with the general superintendent to assure himself that they are in line with the plans for the school.

### QUESTIONS FOR REVIEW AND EXAMINATION

1. What qualifications do you consider essential for the Extension department superintendent?
2. Discuss his responsibilities in developing the personnel of the department.
3. How best can the superintendent build the department membership?
4. What can the department superintendent do to achieve co-operation with the church and school?



## OUTLINE

## I. DEVELOPING THE DEPARTMENT PERSONNEL

1. Discovering Workers
2. Training the Workers
3. Supervising Their Work

## II. BUILDING THE DEPARTMENT MEMBERSHIP

1. Overcoming Prejudices
2. Placing Definite Responsibility
3. Handling Transfers

## III. CO-OPERATING WITH THE SCHOOL AND CHURCH

1. Achieving Proper Attitudes
2. Co-ordinating the Work

## CHAPTER VI

# THE ASSOCIATE SUPERINTENDENTS AND SECRETARY

It is evident that a department cannot be developed and maintained by a superintendent working alone, and that beside the corps of visitors, the superintendent needs able associates with whom he may divide responsibility.

## I. THE ASSOCIATE SUPERINTENDENTS

As has already been suggested in the chapter on organizing the department, the superintendent needs at least one associate superintendent. Large departments may need more than one. If there is a large territory to be cared for, it may be advantageous to divide it into major sections with an associate superintendent in charge of each. These associates may be either men or women, but it is well to have both sexes represented in the personnel of the officers. If there are more than 200 department possibilities a second Extension department may be provided.

### 1. *Counseling with the Superintendent*

Chief among the duties of the associate superintendents will be that of helping to make plans for the department. The superintendent needs the counsel of his associates and much better results can be obtained where there is a spirit of co-operation; thus they may plan together for the enlargement of the department and for its more efficient administration. In this way, too, the associate superintendents will know as much about the department as does the superintendent so that, in his enforced absence, the department need not suffer.

### 2. *Promoting Standardization*

There have been incorporated into what is called the Standard of Excellence the principles of efficient work for

the department. This is in the form of a program which if followed by a department will assure the workers that they are doing the things that a good department needs to do. While it may not be wise to mention the Standard too frequently, for fear that some of the workers might assume a wrong attitude toward it and seek to attain it merely for recognition, it is wise to appoint one of the associates to keep the Standard requirements in mind and make frequent checks upon the activities of the department and its achievements to ascertain whether or not the department has neglected some important phase of its work. Naturally, every worker in the department will desire a well-balanced program of work. No one should go off at a tangent, expending all his efforts in only one worthy direction when there are others, equally vital, needing attention. By giving heed, from time to time, to the Standard of Excellence, better planning for the department is possible. Even though all of the several points of the Standard should not be reached so that the department can receive recognition as a Standard department, the real benefits of the Standard are possible to all those who adopt it as a program of work. If a department is not doing at least as much as is outlined in the Standard it is falling far short of its possibilities. Many departments ought to attain a much higher degree of efficiency than that suggested as a minimum in the Standard of Excellence. The associate department superintendent should seek to lead the visitors to adopt the group Standard as a guide for the work of the groups.

### *3. Assisting in Training and Assigning Visitors*

The associate superintendents may help materially in the building of the organization of the department by visiting with prospective visitors before they are approached to serve in the department. By such trial visitation, they may discover whether or not the persons under consideration are visitor material and may determine the probable sort of visitor into which they may

develop. It may be found, for example, that one can visit effectively with certain types of people, yet be at a disadvantage in visiting others. Sometimes such shortcomings may be overcome by a series of training efforts. Visiting with the associate superintendent will also guide in providing the necessary training the new workers may need before they are assigned their tasks.

Working with the secretary, the associates will provide lists for visitation purposes, with a view to enlarging the department. They will prepare lists for special visitation in co-operation with the general officers for the regular visitation days set aside by the school.

#### 4. *Supervising a Correspondence Group*

There are certain "peculiar" cases which might well be assigned to one of the associate superintendents for special care, as doubtless they will be among the most tactful and best trained workers in the department. Many departments have discovered that there is need for a correspondence group to reach those entirely out of touch. Those serving in the armed forces belong to this group. Frequent letters, with news of the "old home town," of the church and its activities, encouraging words regarding their spiritual life and opportunities to witness as a Christian will be appreciated. To those who are not Christians may be sent the appropriate word that will lead them to seek the Saviour. Of course, the lesson periodical will be furnished and helps to lesson study will be suggested. There are often great possibilities in an Extension department correspondence group.

Perhaps, to the associate superintendents might be assigned the groups in institutions where tactful consideration of the officials is necessary. Occasionally such institutions provide an opportunity for group study of the Bible in classes and regular meetings may be held. Such meetings need to be carefully supervised and planned.

### *5. Fostering Special Department Activities*

Sometimes the Extension department develops an entire field where there is no church or Sunday school. After the members have become interested in Bible study through the Extension department, it may be advisable to conduct a special visitation among them with the view to ascertaining their desire for a Sunday school for their community. Frequently through the Extension department a fine nucleus can be enlisted from the start for a good school among those who could not possibly attend the school to which they belong. The pastor and general superintendent should be consulted and should direct in the organization of mission Sunday schools. There are hundreds of places where schools could thus be organized, growing out of the present membership of the Extension department. Often these mission points have been located by Extension department workers.

Two families, who belonged to a church, lived at some distance in the country where there was no church or Sunday school. When financial reverses came they were not able to maintain their cars and, therefore, were unable to attend the church services in the town. But the Extension department workers kept them supplied with the proper literature for each member and tried to keep alive their interest in the church and in Bible study. Because of their appreciation of what their Sunday school was doing for them, as they viewed their neighborhood and realized that their neighbors and their neighbors' children did not have the same privileges, they decided to start a Sunday school. The co-operation of the people was wholehearted. Large numbers came to the Sunday school. Soon the pastor of the church came out and held a revival meeting. Before long a new church was organized and it is now self-sustaining.

Another special activity that comes with regularity is that of the quarterly meeting of the members of the department. The superintendent may assign to one of his associates the responsibility for the social features of

the meeting, as that is a very important part of this special effort to provide Christian fellowship for the members.

Some departments have found that some of their members could attend the school occasionally if transportation were provided. Therefore, they have arranged that the members desiring transportation telephone one of the designated associate superintendents by a definite time on Sunday morning. By this kind of service some have become regular attendants upon the Sunday school. If a school as a whole has a transportation committee, the Extension department should, of course, co-operate with it in this matter.

It may be that one of the associate superintendents is fitted to supervise the department's effort, in co-operation with the church and school, in securing pledges to the church budget. The superintendent should work with him in promoting his plans and in training the visitors for their part in this endeavor.

When special evangelistic efforts are a part of the church's program, one of the associates may take the responsibility of marshaling the forces of the department. Again, special training of the visitors will be needed. Plans should be made for special visitation. Perhaps cottage prayer meetings in the homes of many of the members would prove of special value. Certainly, prayer lists and directed personal work should be provided.

These are but illustrations of what may be done throughout the year as special activities of the department and which will need definite supervision by the associate superintendents. The superintendent should, of course, take into consideration the capabilities of his associates in making assignments of responsibility and will be their yokefellow in all that is done. By thus delegating the special activities much more can be accomplished by the department than if the superintendent attempted, unaided, to supervise all of the work.



## II. THE SECRETARY

The idea is prevalent that almost anyone may be a secretary, but in reality a good secretary—one who is neat and accurate in his work, and alert and interested enough to have all reports on time, is not easily found, and when secured he is a boon to the department. Since the department superintendent realizes that he and the secretary must work together in closest accord, he will exercise much care in the selection of that officer.

The office of secretary should be magnified. He will not deal merely with the three R's—roll, record, and report—but behind the figures and facts with which he must necessarily work, he should be able to visualize the people among whom the department is laboring, and learn the progress of the membership. The records deal with far more than material things; they deal with the development of the spiritual life and therefore with character building.

One of the most important qualifications of the secretary is the ability to co-operate with his associates. The secretary should work in close harmony, not only with the superintendent of the department and school, but also with each one of the visitors. Dependability, thoroughness, and a real interest in the work should characterize him. This makes it imperative that he attend the department meetings and study all phases of the work.

The secretary will be in a position to note the strong and weak places in the work of the department, and will be able, at any time, to indicate its standing with reference to the Standard of Excellence. Thus the secretary can diagnose the condition of the department and may render valuable assistance to the superintendent in planning for its improvement.

### *1. Using the Record System*

While the record forms for the Extension department are made as simple as possible, the secretary needs to

keep them up-to-date, to make them usable. If he is not carefully trained for his task, he may choose to let the records go until the end of the month, but he will find that the weekly meetings of the department offer opportunity for making additions and corrections to his records as the visitors shall, from time to time, supply him in written form with the necessary information.

If the department is being set up, the secretary will assist the superintendent, his associates, the general superintendent and pastor in outlining and assigning the districts. His aid will be invaluable in the preparation of the list of prospects and the map of the territory. No more important step in organization can be taken than the proper assignment and division of the membership possibilities.

(1) *Record supplies needed.*—The effective use of the Extension department record system requires the following supplies:

Prospect Card—Form 115

Prospect Slip—Form 115A

Classification Slip—Form 10

Enrolment Card—Form 20A

Information Card for Extension Department Members  
—Form 550

Individual Report Envelope—Form 580

Monthly Report of Extension Department Visitor—  
Form 520

Monthly Report of Extension Department Secretary  
—Form 540

Visitor's Record Book

Superintendent's Record Book

Card files using these forms will serve as the secretary's records and be the basis for his reports.

(2) *Using the prospect file.*—All along, the secretary will aid the superintendent in the assignment to the visitors of prospects for enlistment. If the school has a regular visitation day, the secretary's aid in these assignments

<b>PROSPECT CARD</b> <small>(For Permanent File)</small>			
		DATE NAME SECURED _____	
NAME _____	AGE _____		
RESIDENCE ADDRESS _____	PHONE _____		
BUSINESS ADDRESS _____	PHONE _____		
CHRISTIAN? _____	CHURCH MEMBER? _____	WHAT CHURCH? _____ <small>(Name and location)</small>	
IF EXTENSION DEPARTMENT PROSPECT, WHY? _____			
ASSIGNED TO:			
CLASS OR DISTRICT _____	DEPT. _____	DATE _____	
VISITOR _____	DATES OF VISITS _____		
RESULTS OF VISITS _____			
_____			
_____			
(Use reverse side for additional information.)			
FORM 115. SIX POINT RECORD SYSTEM, BAPTIST SUNDAY SCHOOL BOARD, NASHVILLE, TENNESSEE.			

Prospect Card—Form 115

will be of great value. If the department is to grow, there is only one sure way to bring that about: constant visitation with a view to enlisting new members. It may be well to repeat that the names of the prospective members may come from the census; from the church roll; a census of the places of business open on Sunday; a house-to-house canvass of each district by the visitors; by checking the rolls of the departments against each other and finding parents who are unenlisted, but whose children are in Sunday school; from the reports made by workers in the other departments of those to whom they cannot minister; and newcomers in the community. A thorough canvass of the special groups in institutions and those who have to work on Sunday will result in a large number of prospects. The use of a prospect box in the vestibule of the church, in which people will place names of those who should be enlisted, has proved effective. Enterprising workers will always be on the alert for new prospects. The secretary will skillfully handle the prospect file, the assignments and the

file of newly enrolled members, for confusion at these points would prove serious. It should be impressed upon the secretary that a name should remain in the prospect file until the individual is enrolled in some department or some other school, dies or moves out of the community.

As the prospects are found, the secretary should fill in a prospect card for each one, indicating the visitor to whom the prospect is assigned. Working with the associate superintendent, the secretary should assign the prospects to the visitors by districts, using the prospect slips to make assignments. The visitor should enter the information about the prospect in the visitor's record book. Unless the prospect is enrolled in a reasonable time, the secretary should assign him to another visitor indicating this on the prospect card in his file.

(3) *Enrolling a member.*—The visitor serves as secretary for his group.

When members are enrolled by the visitors, a Classification Slip is filled out at the time by the visitor, who later transfers the information thereon to the enrolment page of the *Visitor's Record Book*. The information card for Extension department members should be filled in and given to the new member when he is enrolled by the visitor. The visitor should take two copies of the classification slip to the weekly meeting of the department officers and visitors and deliver them to the department secretary at the appropriate time during the report period. The department secretary will later transfer this information to an enrolment card for his files, and give one copy of the classification slip to the department superintendent who will enter this information in the enrolment page of the *Superintendent's Record Book*. The other copy of the slip should be given to the general secretary who will fill out the enrolment card for his file.

(4) *Handling transfers.*—In many Sunday schools practically every Sunday members of the Extension department are transferred to other departments of the

<b>CLASSIFICATION SLIP</b> <small>(Also to be used for Transfer or Drop Slip)</small>			
Date _____			
Name _____			
Residence Address _____		Phone _____	
Business Address _____		Phone _____	
Age _____	Date of Birth _____	Christian? _____	Church Member? _____
What Church? _____		Where? _____	
Were you ever a member of this school before? _____			When? _____
Assigned to: _____		Department _____	Class or District _____
			Teacher or Visitor _____
Transferred or Dropped from _____		Department _____	Class or District _____
Reason _____			
Approved by _____			Superintendent _____
Make out in triplicate. The original to go to the general secretary, the duplicate to go to the teacher or class secretary, and triplicate to be kept by department secretary.			
FORM 10. SIX POINT SYSTEM. BAPTIST SUNDAY SCHOOL BOARD, NASHVILLE, TENN.			

Classification Slip—Form 10

<b>ENROLMENT CARD</b>			
NAME _____			
RESIDENCE ADDRESS _____		PHONE _____	
BUSINESS ADDRESS _____		PHONE _____	
AGE _____	DATE OF BIRTH _____	CHRISTIAN _____	
CHURCH MEMBER _____	MEMBERSHIP IN _____		
DATE ENROLLED _____		19 _____	
CLASS _____		DEPT. _____	
		TEACHER OR VISITOR _____	
<b>DATES OF PROMOTION OR TRANSFER</b>			
BEGINNER _____	PRIMARY _____	JUNIOR _____	INTERMEDIATE _____
YOUNG PEOPLE'S _____	ADULT _____	EXT. _____	WORKER _____
DATE LEFT SCHOOL? _____		WHY? _____	
FORM 20-A. SIX POINT RECORD SYSTEM. BAPTIST SUNDAY SCHOOL BOARD, NASHVILLE, TENN.			

Enrolment Card—Form 20-A

## INFORMATION CARD

for

## EXTENSION DEPARTMENT MEMBERS

Congratulations! You are now a member of our Sunday school. We are delighted to have you join us in Bible study and the other Sunday school privileges provided through the Extension department. You are cordially invited to attend all the services of the church.

The Extension department is the department of the Sunday school which provides Bible study and other Sunday school privileges for those who cannot attend. This group includes men and women who work on Sunday and at night, and also those who are physically unable to attend.

The church gladly furnishes you the necessary lesson helps free of charge to aid you in your studies. In the front of your quarterly you will find an envelope for keeping a record of your lessons studied, offering made, and your attendance at Sunday school when you find it possible to go. Please mark your record weekly and the visitor will call for your envelope at the close of the month, replacing it with another.

The system of credit for Extension department members is based on three points:

1. **Lesson Studied**—All of the lesson text and comments in the lesson periodical furnished the member shall be read.
2. **Offering**—An offering shall be made during the week indicated.
3. **Attended Sunday School**—When attendance at Sunday school is possible, the member will be counted as a visitor in the class, and will be given credit for attendance on this point.

Form 550—Six Point System, Baptist Sunday School Board, Nashville, Tenn.

(Over)

Your visitor has been elected by the church to assist you in Bible study, bring you the quarterly, take your report, keep you in touch with the Sunday school and church, and render you any other service possible. Your full co-operation will be greatly appreciated.

Your visitor is:

Address Phone

## For Your Information

The Baptist Church is located at Phone

Pastor Phone

Address Phone

Sunday School Supt. Phone

Address Phone

Extension Dept. Supt. Phone

Address Phone

## Regular Services of the Church

Sunday School	A. M.
Worship Service	A. M.
Training Union	P. M.
Worship Service	P. M.
Prayer Meeting	P. M.

(Fill in the information completely, including date and time of services, and give to Extension department members.)

## Information Card—Form 550

school. Naturally, there are times when one who is a member of some other department should be transferred to the Extension department. A smoothly working transfer system will prevent duplication of names on department rolls. Since it is as important to retain a member as to win one to membership in the Sunday school, the Extension department secretary should aid the general secretary and other department secretaries in seeing that members are not dropped from the roll except for three legitimate reasons: death, joining another Sunday school, or moving from the community. As discussed at length in preceding chapters, the Extension department can be effective in helping to stop the loss of members from the school's roll and at many places the appalling decrease in Sunday school enrolment.

In transferring a member from the Extension department to some other department, the member should be presented Sunday morning to the proper classification officer, usually at the department door, if the school is



departmentized, who will make out in duplicate the classification slip, indicating thereon that a transfer is being made. When the copy of the slip reaches the general secretary, he will make the necessary change on the enrolment card, in his file, and send the slip to the Extension department secretary for correction in his records. The department secretary should inform the visitor that the transfer has been made. Often, of course, the visitor knows that the member is intending to make the transfer and in many cases he will be present Sunday morning when his member is being reclassified. Everything that a visitor can do to make this transfer possible he should be glad to do.

On the other hand, transfers from other departments to the Extension department are made more difficult in order to eliminate automatic transfers to this department. Again, the classification slip is filled out with information about the one to be transferred, including the reason for transfer. Usually this is done by the class secretary. The department superintendent will investigate the reasons offered and, if satisfied that the transfer ought to be made, will sign the slip and give it to the general secretary of the school. If the general officers approve, the Extension department secretary is notified and a visitor is selected to make the contact. If the member wishes to make the transfer, notification to that effect is given the Extension department secretary, who will report to the general secretary that the transfer process is complete. Thus it will be seen that members are not automatically shifted to the Extension department as they appear to become liabilities in other departments, but that the transfer process is made difficult to halt the flow, as much as possible, from other departments.

(5) *The visitor's record and report.*—The member's individual envelope should be clipped or pasted inside the front cover of the member's quarterly. For best results, the visitor should fill in the individual report envelope as completely as possible before the visit, in-

cluding the name of the church, name and address of member, month, district, name, address, and telephone number of the visitor. If the visitor has thus prepared the envelope it is evident to the member that record keeping is important and this is a subtle urge for him to

**INDIVIDUAL REPORT ENVELOPE**

EXTENSION DEPARTMENT  
of the

Baptist Sunday School

Name \_\_\_\_\_

Address \_\_\_\_\_

Month \_\_\_\_\_ 19 \_\_\_\_\_ District No. \_\_\_\_\_

Visitor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

	LESSON STUDIED	OFFERING	ATTENDED SUNDAY SCHOOL
1st Week			
2nd Week			
3rd Week			
4th Week			
5th Week			
TOTALS			

**MONTHLY RECORD**

Lessons Studied \_\_\_\_\_ Daily Family Worship \_\_\_\_\_  
(Yes or No)

Amount of Offering \_\_\_\_\_

Attended Sunday School \_\_\_\_\_ Daily Bible Reading \_\_\_\_\_  
(Yes or No)

To the Member:

Please mark your record each week. The visitor will call for your report at the end of each month.

BAPTIST SUNDAY SCHOOL BOARD

FORM 580

Nashville, Tenn.



The visitor as secretary for his group should collect the envelopes each month from his members, replacing them with others. The information taken from these

## MONTHLY REPORT OF EXTENSION DEPARTMENT VISITOR

Visitor \_\_\_\_\_ District No. \_\_\_\_\_ Month \_\_\_\_\_ 19 \_\_\_\_\_

MEMBER		Lessons Studied	Amount of Offering	Attended Sunday School	Daily Family Worship	Daily Bible Reading	Times Visited	Converted	Joined Church
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS									

Enrolled \_\_\_\_\_

New Members \_\_\_\_\_

Transferred to Sunday School \_\_\_\_\_

Unenlisted Prospects \_\_\_\_\_

## NUMBER OF EACH LESSON PERIODICAL USED:

Adult Quarterly \_\_\_\_\_

Young People's Quarterly \_\_\_\_\_

The Better Home \_\_\_\_\_

On the Wing With the Word \_\_\_\_\_

envelopes should be placed in the visitor's record book on the individual report page. This record will indicate the progress the members are making. Promptly each month after the information is entered in the visitor's record book, he will fill out his visitor's monthly report in duplicate and hand them to the department secretary together with an envelope containing all the offering made by the members.

(6) *The secretary's record and report.*—The basis for the department secretary's report is, of course, the reports of the visitors; therefore, the secretary should be responsible for securing their monthly reports. The offering should be turned over to the secretary in an envelope so that it may be given to the treasurer of the school, or church, according to the practice in vogue. Visitors may be trained to bring their envelopes, as well as the reports, promptly at the close of the month to the regular weekly meeting of the department officers and visitors.

The secretary should transfer the information from the visitors' reports to the secretary's monthly report form. The secretary's report should be executed in triplicate, one to be retained by him for his files, one to be given to the Extension department superintendent, and one to the general secretary. The secretary should also provide the department superintendent with a copy of each visitor's report. All reports should be ready as soon as possible after the first of the month.

The secretary's file should consist of four sections:

a. *Prospect file.*—Prospect cards should be filled in for every prospect and be kept in this file until all have been enrolled. Assignments will be made to the visitors on prospect slips indicating this on the prospect card.

b. *Enrolment file.*—The secretary should make and keep an enrolment card for every member, filed either in alphabetical order or by districts.

OF THE SUNDAY SCHOOL

c. *Visitors' monthly reports.*—Copies of the visitors' monthly reports should be filed by the secretary either by months, districts, or alphabetically.

[illegible]



d. *Secretary's monthly report.*—The secretary should file a copy of his monthly reports for future reference.

Beside keeping the officers and visitors informed regarding the progress of the department, the secretary should have opportunity at the weekly, quarterly, and annual meetings to present an attractive report, preferably on the blackboard, and should be able to utilize the records to stimulate their interest in the progress of the department. There is danger in descending to the dead monotony of reading every item on the blackboard report. Instead, the secretary should select a few of the most encouraging things to note especially, and perhaps one or two that need particular attention, to challenge the group to improvement along those lines. If the secretary is unable to give his reports acceptably, with freshness and originality, to spur to action, but otherwise is an excellent secretary, the superintendent himself, or one of his associates best qualified to make the reports, may do it for him, as the other phases of his work are of far greater importance.

(7) *The Superintendent's Record Book.*—The superintendent should be provided with a record book for carrying information about the workers, a map of the territory, information about the members and prospects, a summary of the monthly reports and other necessary information. He should file the secretary's monthly reports after the totals have been transferred to the summary page. He should also file and make use of the visitors' monthly reports in checking the progress of the members and work done by the visitors. For convenience, the superintendent may punch holes in the Superintendent's Record Book and in these reports and file them in an inexpensive loose-leaf notebook.

(8) *Record of Extension department officers and visitors.*—Extension department officers and visitors should be graded on the Six Point Record System in the classes in which they are enrolled on Sunday morning. Only the members of the Extension department are

graded on the three point system.

(9) *Reporting the Extension department enrolment.*— Since Extension department members are members of the Sunday school, the Extension department enrolment should be included in the total Sunday school enrolment. However, the Extension department enrolment should always be reported separately on the general secretary's report because the Extension department records are based on three points with monthly records and reports while the other departments are graded on six points with weekly records and reports. Since they cannot attend, Extension department members cannot meet the requirements of the Six Point Record System.

## 2. *Co-operating with the General Officers*

If there is lack of co-operation, misunderstanding or jealousies between Extension department workers and those of other departments, they will usually come out at some point touched by the secretary's work. Avoidable delays in relaying the information about prospective members discovered for other departments will cause dissatisfaction. As the visitors report changes in addresses and other needed information that has been discovered in the week's visiting, the secretary should see that these also are delivered promptly to the proper persons. The benevolence committee of the church is frequently involved and complications arise if there is delay. Likewise, the information that the visitors turn in for the pastor in his visiting should be given to him by the secretary in writing on the same evening that the meeting is held, if at all possible.

Carelessness in the handling of assignments and transfers will give occasion for complaints. It is, therefore, incumbent upon the secretary that he understand thoroughly what is expected of him and of his department in matters of co-operation and that he shall know how to deal tactfully with others. There must first be a fundamental understanding by all, as set forth in the other chapters of this book, but that understanding must pro-

gress as the department develops. In such matters as the handling of lists of prospective members, new members and transfers, the secretary should be diligent in seeing that all such work is handled to the best of his ability, and in keeping with the desires of the department leaders.

When new literature is to be ordered, which should be well in advance of the new quarter, the secretary should have his order ready for the general secretary, or whoever has been designated to order the supplies for the school. Since there will be a variety of periodicals to order, care must be taken in making the order. The visitor's monthly report will indicate to the secretary the number of each periodical needed. When the supplies are received, the secretary should arrange them for each visitor so that the proper literature may be placed in his hands to be delivered before the new quarter actually begins. One of the regular weekly meetings of the workers may be used for this, at which time the superintendent will have opportunity to re-enforce the work of the secretary by indicating the importance of promptness in delivery. The entire work of the department is discounted if there is failure at this point. To the secretary could well be assigned the responsibility of seeing that each visitor delivers on time the periodicals to all of his members.

Much advance preparation may be made by the visitors under the direction of the secretary. The names of the members should be placed on the lesson periodicals, special announcements may be written or pasted on the front of the lesson periodical and the Individual Report Envelopes should be completely filled out in advance before delivery. From the results obtained from "prepared" envelopes, it seems to be time well spent to prepare them under the direction of the secretary.

While the work of the secretary is necessarily not one of much prominence, it is of the utmost importance and has much to do with the degree of success attained by the department.

## QUESTIONS FOR REVIEW AND EXAMINATION

1. What special phases of the work of the department can the superintendent delegate to his associate superintendents?
2. Outline the steps in enrolling a member.
3. Discuss the three points in the Extension department record system.
4. Discuss briefly the duties of the department secretary.

## OUTLINE

## I. THE ASSOCIATE SUPERINTENDENTS

1. Counseling with the Superintendent
2. Promoting Standardization
3. Assisting in Training and Assigning Visitors
4. Supervising a Correspondence Group
5. Fostering Special Department Activities

## II. THE SECRETARY

1. Using the Record System
  - (1) Record supplies needed
  - (2) Using the prospect file
  - (3) Enrolling a member
  - (4) Handling transfers
  - (5) The visitor's record and report
  - (6) The secretary's record and report
  - (7) The superintendent's record book
  - (8) Record of Extension department officers and visitors
  - (9) Reporting the Extension department enrolment
2. Co-operating with the General Officers

## CHAPTER VII

### TRAINING THE WORKERS

Since the workers of the Extension department have such an important work, they should have special training for their responsibilities. By such training their vision will be enlarged and they will acquire the technique of the department, which will, together with spiritual qualifications, fit them for a ministry of rare privilege and power. There will be added joy in their work, as well as greater effectiveness, for one enjoys doing what he has learned to do well.

#### I. RESPONSIBILITY FOR TRAINING

The leadership is always responsible for the training of workers. Jesus realized the need for trained workers when he chose his disciples. He gave them a careful course of training. He used many methods: he led them to study his methods by observation, he taught them principles, he prayed with them, he sent them out after minute instructions to undertake to put into practice what he had taught, he gave them further instructions upon their return. Their method was to spread the gospel through personal work. This is the task today of Extension department visitors. How carefully the superintendent needs to train them for the difficult task of visiting! The training should actually begin before the visitor is assigned his work, as explained in the chapter on organizing the department.

While the department superintendent is responsible for the training of his own forces, fortunately he does not bear this responsibility alone: the pastor bears some of the responsibility as does the general superintendent. In many Sunday schools one of the general associate superintendents is given the responsibility for the training program. Naturally, the department officers and visitors will co-operate with these general officers so that



all training plans of the department may be in harmony with those of the school and be made in conference with those responsible for training.

## II. SPECIAL TRAINING OPPORTUNITIES

While training will require considerable time and effort, yet it is true that if the several duties are to be taken seriously, the workers must be constantly preparing themselves for better service to their members. It should be made clear, when enlisting a worker in the department, that he will be expected to prepare himself for his duties and avail himself of the many opportunities for training which are offered.

### 1. *Enlisting in the Training Courses*

It would almost seem that the Training Course for Sunday School Workers had been produced with the Extension department workers especially in mind. When they go into the home it is necessary that they know something of the entire school in order intelligently to inform and interest the members of the family in what the school has to offer each of them. Of course, the Bible study books and those on soul-winning, doctrines, and missions will be of special help to the visitor seeking to win his members to Christ and to assist them in Christian development. Practically every book in the course has some direct bearing upon his work. In the group of department books he will, of course, be primarily interested in the work of the Extension department, but he will find that a study of books relating to the other departments will also help him. It is scarcely possible for him to know too much about Sunday school work in general and about his own department in particular.

Many Sunday schools have annual training schools, but more and more they are offering a training course at least quarterly. In these training schools the superintendent will do well to enlist his workers. That cannot be done simply by a public announcement about the school that is to be held. Personal enlistment far in



advance, frequent announcement and early commitment will do much to assure their participation. Taking such a course should not be placed merely on the basis of duty, but rather of privilege. A worker who is really interested in his department will seek every means at his command better to prepare himself.

At the same time, it is often possible for some of the members of the department to take advantage of the special weeks of training. The visitors will seek to enlist their members in taking these courses. A superintendent, who is alert, will be constantly seeking new workers and will seek to enrol in the training courses prospective workers.

If there are no regular training schools held for all the workers of the Sunday school, the department superintendent, in co-operation with the pastor and general superintendent, may inaugurate a training class for his own workers. Often the pastor may be secured to lead it. If the superintendent himself is planning to conduct the training course for his workers, he will find that a study of the demonstration method outlined in the Appendix will give some valuable suggestions. When the people see how the work may be done and participate in the demonstrations, they will not only enter into the spirit of the conferences more readily, but they actually learn more. This method of instruction is highly recommended. It assures better attendance and interest; it gives the workers self-confidence; it brings up problems for discussion that otherwise might not be touched upon, it reveals to the workers their own weaknesses and how to overcome them, and what is equally important, shows them their strong points and how to utilize them to advantage.

If it does not seem feasible to have a special class for all of the workers, it should be remembered that individual study is recognized for credit. As new visitors are added to the department, from time to time, the department textbook should be placed in their hands for

individual study. The superintendent may, in special conferences, assist them in getting a grasp of the department and its work. The study should be sufficiently thorough that the workers may receive credit for the work. Those desirous of equipping themselves may pursue the courses offered by individual study without waiting for others to join them. Many workers will probably find time to complete the entire course leading to the gold seal. Not only will such a course of study improve the minds of the workers, but it will give them needed courage to undertake the introduction of the department in schools which have not yet inaugurated this plan of Bible study. They will also be in a good position to take up other phases of Sunday school work when called upon to do so.

## *2. Attending Conventions and Conferences*

There are other meetings which the superintendent of the department should attend and urge his workers to attend, that their training may be broadened: the state and Southwide conventions, conferences and assemblies and associational meetings are most important. Nothing so stimulates workers as the opportunity to meet with those who are doing a similar work and to hear their enthusiastic presentation of what is being done in other places. A whole department can be revitalized if a few of its best workers will attend such meetings. At practically all of the state and Southwide conventions, conferences and assemblies the Extension department work is presented and they offer an excellent means of broadening the vision of the workers. As these workers meet and share their experiences, enthusiasm for their tasks is gained and many problems are more easily solved.

Fortunate is that department which operates where the district association is properly organized for Sunday school work, with its monthly meetings, and an associational Extension department superintendent to plan programs in line with the needs. In several states practically all of the district associations are thus organized and

the work is progressing in a fine way, stimulating interest in the Extension department and improving the quality of the work being done. Not only are there monthly meetings with programs designed especially for the Extension department group, as well as for the others, but one of the associational officers is especially charged with the responsibility of training. He will often plan association-wide training schools or enlargement campaigns. This will open up, in many churches, an additional approach to the problem of training.

### *3. Joining Training Organizations*

The Baptist Young People's Union and the Baptist Adult Union also afford valuable training for Extension department workers. In recent years the need for Christian training on the part of adults has been recognized by the organization of the Baptist Adult Union as a department of the Baptist Training Union. Attendance upon the Union will give opportunity for the study of a variety of subjects suited especially to the needs of our workers. The Graded Training Union Study Course will prove of great value as the books are quite different in scope from those provided for Sunday school workers.

### *4. Reading Free Tracts and Books on Parallel Subjects*

Free literature is available from the state Sunday school department or from the Baptist Sunday School Board to aid the superintendent in training his workers. Practically every phase of Sunday school work is treated in these leaflets, and the work of the Extension department is no exception. Care should be exercised in their distribution among the workers. These leaflets deserve thoughtful study. There are also available at small cost tracts on stewardship, doctrines and evangelism which will help the visitors and they may also be used judiciously among the members.

Many churches have libraries in which the ambitious worker will find many books helpful in his work. Books on parallel subjects will prove particularly stimulating.

As he finds special spiritual need among his members he will be interested in reading something in line with that need. For example, one of his members may have lost a loved one. The visitor will find that reading such a book as *Christ and Human Suffering*, by E. Stanley Jones, will enable him to have a new sympathy and understanding in dealing with his member's problem. In the free literature some additional books are suggested which are appropriate for such use. Book reviews in some of the workers' meetings is one means of stimulating interest in such study on the part of many of the workers.

### III. A CONTINUOUS TRAINING PROGRAM

Not all the training that is necessary for the workers can be given in one week. There are problems that arise each week which must be solved. No more suitable time for training the workers can be found than the weekly meeting of the officers and visitors, at the same time the workers from other departments are meeting. The workers should meet to learn how to improve their visiting.

As outlined in the following chapter, in the suggested program for the meeting, a period of not less than fifteen minutes should be reserved for this training. Fifteen minutes a week of definite help, consisting of terse suggestions, searching study, and practical demonstrations will make a vast difference in the visitors in a year's time. The principle of variety needs to be observed in connection with these periods. The pastor may be used as a special speaker, sometimes, on such subjects as: "How to Visit Those in Sorrow"; "Jesus the Master Visitor"; or "How to Meet Excuses." A Christian physician or superintendent of a hospital can bring some excellent suggestions on visiting the sick. Frequently there should be a study of the Scriptures on such subjects as: comfort, stewardship, church membership, missions, and quite often there should be definite study given to soul-winning Scriptures.

Some of the material in the free literature and in the study course books is well adapted to this sort of work. In addition, there is a section devoted to the Extension department each month in *Sunday School Young People and Adults*, a magazine which the workers should have. While the subjects discussed therein during any one month may not be such as the workers in the department are most interested in at the time, the superintendent should file the material for reference when it will be appropriate. In some departments the workers carry notebooks to the weekly meetings, in which they keep notes of the discussions, making for themselves a handy manual to which they can refer when problems arise. This also stimulates them to seek for helpful suggestions from other sources and share them with the department workers.

The visitors need to study the department and how to present to indifferent people, in a convincing way, its plans and purposes. They need to study the personnel of the leadership of the various organizations of the church and have a working knowledge of such activities. The church budget and the missionary work of the denomination offer fruitful subjects for study. The lesson material the members study should be well in hand. Before the new quarter begins, at least one weekly meeting should be given to a preview of the new lessons, a study of how to interest the members in studying them and how to assist their members in making their study most valuable.

Visitors need to study how to visit, how to prepare the lesson for a visit, and how to make the proper approach to the members and prospective members.

Types of visits, the use of tracts, how to make reports all offer endless possibilities for the training period at the weekly meetings. Demonstrations may play a fine part, frequently, for one always learns either how the work ought or ought not to be done. Truly, the superintendent will find that the weekly meeting is a superb training opportunity.



But after all, experience is the best teacher. A superintendent would do well to accompany his visitors, occasionally, as they visit. But they must early be taught to visit alone. Soul-winners may be trained by going with one who is skilled in the art. Soon they desire to try to win someone by themselves.

The Holy Spirit will guide the sincere Christian. "But the Comforter, which is the Holy Spirit, whom the Father will send in my name, he shall teach you all things." Howbeit when he, the Spirit of Truth is come, he will guide you into all truth." So the superintendent needs to bend every energy to see that his workers are spiritually minded.

What an arresting thought it is to note that Nicodemus, a secret disciple, could lead his friend, Joseph of Arimathea, only as far as he himself had gone in an acceptance of Christ; namely, to be a secret disciple. The workers of the Extension department need to let the gospel grip and control their lives.

Those who would follow Christ's method of house-to-house witnessing must be earnest students of the Master. Theirs is a difficult task, and only the heroic will respond. Christ does not demand the impossible, and it is his command to teach his Word to all the people. There must, therefore, be a faithful cultivation of the Christian graces. How much patience and sympathy are needed in this work! In fact, visitors need to enrol in the school of Christ and learn from the Master Visitor how to do this important work. Peter gives a personal program that is challenging: "Giving all diligence, add to your faith virtue; and to virtue knowledge; and to knowledge temperance; and to temperance patience; and to patience godliness; and to godliness brotherly kindness; and to brotherly kindness charity. For if these things be in you, and abound, they make you that ye shall neither be barren nor unfruitful in the knowledge of our Lord Jesus Christ" (2 Peter 1:5-8).



## QUESTIONS FOR REVIEW AND EXAMINATION

1. What attitude should the department workers have toward training and the training course? How can the right attitude be secured?
2. Discuss the opportunities offered by the associational organization for training the workers.
3. How can a continuous training program be effective?

## OUTLINE

- I. RESPONSIBILITY FOR TRAINING
- II. SPECIAL TRAINING OPPORTUNITIES
  1. Enlisting in the Training Courses
  2. Attending Conventions and Conferences
  3. Joining Training Organizations
  4. Reading Free Tracts and Books on Parallel Subjects
- III. A CONTINUOUS TRAINING PROGRAM

## CHAPTER VIII

### ESSENTIAL MEETINGS

Coupled with the superintendent's responsibility for building the department personnel is that of planning and conducting helpful, stimulating meetings, both for his corps of workers and for his members. A far-seeing superintendent will plan well in advance for these meetings and will secure the best judgment and counsel of his associates in setting out his year's schedule.

#### THE DEPARTMENT CALENDAR

Very early in the beginning of the Sunday school year, or if possible a few weeks sooner, definite planning should be done for the year's activities. It would be well for the superintendent to devise a suggested schedule and ask his associates to take the same assignment. Then when they meet together much will already have been accomplished and there will be a good basis for their mutual consideration.

Account needs to be taken of the schedule of the church and the Sunday school. Investigation will show the time that has been set aside for definite features, such as the every-member canvass, the revival meeting, the census, the training schools, special days and special missionary emphases. The workers can then build around these an harmonious schedule.

Another basis on which to build the year's schedule is the known need. The officers of the department should acquire skill in analyzing the needs of their department and interpreting the results of their work. Going carefully over the annual reports of the department, thinking through the problems that have come up for discussion throughout the year, examining the record of progress of the members, noting the need for expansion, praying for the work and the workers, will serve to bring

about a new conception of the possibilities for the year's work.

Some superintendents prefer to take a certain theme to be stressed throughout the quarter; others prefer to change the emphasis each month. Such a selection of themes is helpful in planning the work. Some of the things that probably ought to be included somewhere in the year's calendar follow: Installing officers and visitors; training the workers; enlisting new members; co-operating in census taking, in the revival meeting, in the school's visitation days and in the every-member canvass; assisting in home co-operation; enlisting in church attendance; doing personal evangelistic work; co-operating with the associational Sunday school organization; checking the institutions in the community to enlist inmates and attendants; organizing a department in a neighboring church or a mission Sunday school; enlisting in family worship; holding quarterly meetings for the members; conducting an annual Extension department day program for the members; giving special help in Bible study; enlisting members in service and interesting members in missions. Other items will occur to the workers as they confer together.

It may prove less resultful if too many things are attempted. Much emphasis must be placed upon the preparation that is to be made for the things that are undertaken. It is far better to do a few things well than to attempt so much that nothing definite can be accomplished. As the workers acquire skill and confidence and as the department begins to take its rightful place in the thinking of the people and in the plans of the school, the calendar may be enlarged. Always, however, the superintendent's plans for the department should be so challenging as to stimulate the workers to their best efforts. If they have a part in making the plans, they will give themselves more readily to their execution. Again, it is well to call to mind the suggestion made in a former chapter that to some of the associate superin-

tendents may be assigned the responsibility for certain phases of the work, in accordance with their abilities and interests. These assignments could well be made at the meeting when the department's workers adopt the year's program and commit themselves to carrying it out. It will prove helpful to all of the workers in the department to have placed before them the year's objectives so that they will be able to see the direction in which they are to work. Thus will be gained a deeper insight into the purposes of the department and a wider conception of their part in the undertaking. Typewritten or mimeographed copies given to each worker will keep these objectives before them.

As the department does not meet on Sunday, regular meetings of its workers and members are necessary if there is to be satisfactory growth and other desirable results. Three types of meetings are suggested: the weekly meeting for the workers, the quarterly meeting for the members, the annual Extension department day for both workers and members and for the church members in general.

## II. THE WEEKLY MEETING

Many of the best Sunday schools have a weekly officers and teachers' meeting for the discussion of problems of administration, to plan for the week's work and to prepare for the following Sunday. Surely the officers and visitors in the Extension department will wish to participate in these meetings. In this way the department will be properly co-ordinated with the other departments, and the workers in each department will be kept in touch with all that the school, as a whole, is doing.

The weekly officers and visitors' meeting, occurring simultaneously with the meetings of the various departments of the school, offers a splendid opportunity for encouraging and training the workers. Often the visitors, especially those just entering the work, become discour-

aged because, frequently, they have not been sufficiently prepared to meet many of the difficulties involved in this most delicate work. They cannot see the results of their work as easily as can those who work in other departments. So even more than the workers in other departments do the officers and visitors of the Extension department need the weekly meetings for encouragement, planning and praying together and for further training in the art of visiting. Otherwise, they might never get together, there would be indefiniteness in their work and their visiting would not be as effective.

As the problems encountered by the visitors are met, they can be presented at the weekly meetings for solution. Talleyrand wisely said, "There is one person who is wiser than anybody and that is everybody." The finest means of training the workers will be found in the weekly meeting and as the particular problems arise. If the visitors are then given definite help and encouragement, there will be little difficulty in securing regular and enthusiastic attendance.

Nothing will so give permanence to the work and assure continual effectiveness as the weekly meeting. Discouragements melt away in the warm atmosphere of these meetings. The department can fit into the plans of the entire school. The very presence of the workers of this department, week after week, will produce a measure of co-operation from the other departments. The workers will feel that they are a vital part of the Sunday school's organization. They will be kept informed of all that the other departments are doing. Giving to the other departments each week information of prospects discovered in their visiting, as well as informing the pastor where his visits will be most needed and appreciated, is an important ministry of the department.

The usual schedule for such a meeting is forty-five minutes. This time may be divided, for practical purposes, into three periods of equal length.

### 1. *The Report Period*

The superintendent should see that everything in the program runs on schedule and that no one monopolizes the time. The report should be informal and spontaneous. The alert superintendent will note when one of the visitors is not entering into this period wholeheartedly and sharing with the other workers. He will ascertain the cause. Perhaps it is mere shyness. Then the superintendent can begin to tell of the work of this visitor and, when he has reached a high point, he may ask the visitor to complete the telling. Before he realizes it, he will be on his feet relating his experiences. After that he will participate eagerly in these informal periods. Perhaps the reason for his usual silence is that the worker has done nothing to report, but that cannot long go on with the encouraging support of the superintendent.

It will be well to have an understanding among the workers that if there is nothing but discouragement to report, nothing be said. For even the most enthusiastic worker may be made to lose his enthusiasm where several of the workers bring disheartening reports. On the other hand, several discouraged workers may be made to feel the victorious spirit of the group if all those who report tell of their achievements. Certainly, there are times when a low note may have to be struck; when the good, bad, and indifferent, the miserable failures or unpleasant experiences, must be reported. It is best to present these as problems to be solved or as difficulties to be overcome. Then the superintendent may encourage the workers by telling of experiences when the unresponsive, through patient and persistent ministry of faithful and consecrated visitors, have been enlisted and brought into full, active, and happy participation in the study of God's Word and in the activities of the church.

Only at the end of a month (unless the department secures weekly reports) will there be formal, written reports. But it is a rather dull experience to listen to the reading of a number of reports. It would be better to



see that the reports are given to the secretary in time to be placed on the blackboard so that a summary can be made of the work of the entire department at the first meeting of the month. If the placing of these reports on a blackboard is not feasible, perhaps they could be compiled and run off on a mimeograph so that all the visitors might have a copy in hand for discussion.

At this period, the secretary should receive from the workers present written suggestions for the pastor as to those in spiritual or physical need, those who are sick, those who especially desire a visit from him; prospects for the other departments, with complete information for the general superintendent; changes in addresses; new members, and transfers. By thus clearing the records once a week, they can be kept accurate and up-to-date.

### *2. The Planning Period*

evident. If the project offered is one in which the entire school is involved, the general superintendent may himself visit and present the plan to the department. Definite plans should be made and the entire group of

At this time the department calendar will become workers should understand thoroughly their share in whatever is to be undertaken. The superintendent will then have opportunity for giving words of commendation to those who have had success. The group needs to pray together, as well as to plan together. If the full fifteen minute period is not required for this, time may be saved for the training period, for there never seems to be enough time for training, and for meeting the problems that arise.

### *3. The Training Period*

Several times this period has been mentioned as an ideal time for training the workers. That is true if the period is carefully planned from week to week. Announcement should be made at the planning period as to the subjects selected for consideration the following week. This gives time for preparation, is a subtle urge

to attend, and sets the minds of all thinking in the same direction. Sometimes demonstrations are especially helpful at this period. Discussions of some phases of visiting are always appropriate. Studies in evangelism, stewardship, and missions are frequently needed.

Not all of the periods should be spent in studying methods. The spiritual reserves of the workers need to be built up; vision needs to be enlarged; the attitudes of the workers need to be changed; the compassion of Jesus needs to grip all. A fresh study of Jesus as the Master Visitor will help to accomplish these things.

The superintendent and his other officers should be constantly looking for those things which render the department's work more effective and should seek, through this period, to share them with all of the workers. Of course, variety is needed in this part of the program and there should be such a spirit of comradeship among the members that free discussion may easily follow.

For a demonstration program of the weekly meeting just described see the Appendix. The demonstration program will show, much more than any general discussion could, exactly how the department functions. It may be used by the workers in a training class to learn how to conduct a weekly meeting. It is perhaps even more effective when presented before the monthly workers' conference, for example, to show other workers in the school exactly what the department is to do. No one can witness such a demonstration without feeling that the Sunday school needs such a department.

### III. THE QUARTERLY MEETING

The members of the department, who are denied the privilege of attendance on Sunday morning, need occasional meetings together. Many Extension departments are profiting greatly by having such a meeting for their members, once a quarter.

### *1. Purpose and Value of It*

The benefits of such a meeting four times a year in the church building for the members of the Extension department will be evident. For many it is their only social occasion; for some, the only opportunity to meet with Christian people and enjoy an inspiring program; for others, it is the first opportunity to go to the house of the Lord and see where his people meet on Sunday for worship and Bible study. It can be made to do much toward interesting members to attend the church services, when possible. To know the pastor and many of the workers from other departments will also be a blessing to the members. To see the rooms in which the department and class, of which one would be a member if he could come on Sunday, hold their meetings and to meet some of the officers and teachers will serve to increase his interest in Sunday school attendance.

Such a meeting will also help to unify the department and enable all the members to see what the department is seeking to do for the individual and how one may help serve the Lord and the church. It may be used to promote department objectives as well as furnish a period of worship, inspiration, and Christian fellowship.

### *2. Planning for It*

Providing transportation for the members and making preparations far enough in advance are not to be overlooked, if the meeting is to prove successful. Where there is a wide difference in the interests and schedules of the members, some superintendents have their meeting in the afternoon and repeat it at night, that more may have the privilege of participating. Occasionally using leaders from other departments offers variety in the program and results in greater interest and co-operation. Every effort should be made to make these meetings worthy of the opportunity they present. If they are not well attended the first few times, the officers should not be discouraged, but should make even greater preparation

for the next meeting, being certain that the visitors invite, personally, each member and seek to help them overcome the difficulties in the way of attendance.

It is usually well to decide upon some particular theme about which to center the program, and also the refreshments and the fellowship period. Much can be gained by having one of the meetings emphasize missions. Probably, one should be on Bible study. Seasons and situations will suggest others. The decorations and refreshments need not be elaborate, but they should be attractive and in keeping with the program. If each visitor and officer is made responsible for a definite feature, it will work no hardship upon any and prove much more successful than if only one or two should undertake to do all the work. Each worker should feel that he or she is a host or hostess and should make every effort to see that all who attend have the best possible time and that they enter into all of the activities.

In the Appendix is a program that can be used for one of the quarterly meetings, with adaptations to meet local needs.

#### IV. THE ANNUAL EXTENSION DEPARTMENT DAY

Once a year does not seem too often to have a special day set apart for the Extension department, when one considers the blessings the day may be to the members, the workers and the church.

Most of the Extension department workers do their work without public recognition and often without much encouragement. The annual Extension department day is an excellent opportunity for giving recognition to the workers in the department. Of course, the pastor will indicate from time to time, for example, that candidates for baptism have been won through the Extension department. Other outstanding results may occasionally be brought to the attention of the church. The general superintendent, also, will have an opportunity at some of the monthly workers' conferences, to make special

mention of the work accomplished. When people are transferred from the Extension department to other departments, new prospects have been discovered, or home co-operation has been secured, there will be opportunities for presenting, in a vivid way, the concrete results of this work. But nothing quite takes the place of the annual Extension department day.

### 1. *During the Sunday School Session*

There may be a program for the Young People's and Adult departments, combined, or a special program put on in each department. It is not a good idea often to combine the Young People's and Adult departments for a program, but some schools have found that for this special day it works well, provided the program is kept within the time allowed for the regular program in the two departments and provided the departments are not too far apart so that little time will be lost getting to the classrooms. Frequently such a program will result in a new understanding and appreciation of the department and what it is seeking to accomplish.

If plans are carefully made, far enough in advance, a large number of the members will be able to attend this annual meeting. Those who must work on Sunday may be able to shift hours; visitors may make arrangements to care for invalids so those who usually care for them can attend; transportation may be furnished for many. Special effort should be made that someone who knows each one will sit with them during the program, take them to the class of which they would be members, if it were possible for them to attend regularly, and sit with them during the worship service. This will, more than anything else, make the members feel at home. They should meet the leaders of the department and class and as many of the other members as possible. Decorations, in keeping with the season, will add attractiveness. Small printed, typewritten, or mimeographed program booklets will prove effective.



Naturally, the program ought to be a good "sample" of what the Extension department member is missing by not being present on Sunday morning. Friendliness, Christian fellowship and personal interest in these honor guests will do much to make them desire to attend as often as possible.

## 2. *During the Worship Service*

Those who are serving as hosts and hostesses will sit with their guests in the worship service. What an opportunity is this hour! The pastor frequently provides the holiest sort of atmosphere for the special program by baptizing some of the members of the Extension department, telling (with their permission) how they were won to Christ by the efforts of their visitors. The pastor has the unusual privilege of preaching to many who have not heard a sermon in months. Some of them may not be Christians. Sitting beside them are the visitors, who have prayed for them and with them, who have talked with them and read the Scriptures with them, and who are praying for them as the pastor preaches. When the invitation is given, perhaps a little pressure on the arm, a whispered word, an offer to accompany them to the front if they will accept the invitation of the pastor, may bring to fruition the work of weeks. What a glorious day it may be for the members, for the pastor, for the workers and for the church! It is the visitor's opportunity to bring his member into a holy atmosphere where the lost may find Christ and where the lonely saint may worship with Christ's people. Those who attend every Sunday will gain a new conception of their privilege as they worship with those who are usually deprived of church attendance.

The annual Extension department day may be used to turn the hearts, thoughts and prayers, as well as the feet of many toward God's house. And that, after all, expresses the chief purpose of the visitor and all the ministry of the department. Salt, the Bible reminds us, is a symbol of the Christian—not only for seasoning and



not merely as a preservative, important as they both are, but is conducive to a thirsty condition. It is the privilege of the visitor to make people thirsty—thirsty for the Book, God's Living Word; thirsty for his house, where he meets his people in the special blessings that come through public prayer, praise, worship, and Bible study; but most of all, thirsty for Christ, who, no matter how thirsty they may be, will satisfy, for he is the Living Water, which if any man will drink he will never thirst again.

The annual day of recognition for the Extension department will lead to an appreciation of the work of the department on the part of the church members then assembled. One of the by-products of the day is the willingness, even the eagerness, of many church members to be workers also in this great field. The call to serve will come as they are enabled to visualize the work, when they see the trophies of the efforts of consecrated workers worshiping with them in the Lord's house; they see others whom they might bring, who otherwise might not be reached.

### QUESTIONS FOR REVIEW AND EXAMINATION

1. Discuss the department calendar: its advantages, how to build it, some of its elements.
2. Why is there need for a weekly meeting of the officers and visitors?
3. Give some advantages of the quarterly meeting.
4. What results should be expected from the Annual Extension Department Day?

## OUTLINE

## I. THE DEPARTMENT CALENDAR

## II. THE WEEKLY MEETING

1. The Report Period
2. The Planning Period
3. The Training Period

## III. THE QUARTERLY MEETING

1. Purpose and Value of It
2. Planning for It

## IV. THE ANNUAL EXTENSION DEPARTMENT DAY

1. During the Sunday School Session
2. During the Worship Service

## CHAPTER IX

### THE VISITOR

It will readily be seen that the delicate and difficult work of visitation can only be effectively done by those who are experienced and tactful enough to approach members under their care in such a way as to win their respect, confidence and appreciation.

#### I. THE VISITOR'S RELATIONSHIP

The visitor is to his group what the teacher is to his class. Therefore, one who has the proper qualifications for this office will find opportunities in every visit to leave a spiritual impression and to help especially those who are in need of human sympathy, wise counsel, and practical help in the understanding of the Bible. With such intimate contacts, as are often made by the visitors of the Extension department, will naturally come many of its richest blessings both to the visitors and those who are visited. Thus also is formed a connecting link between the church and the members of the department.

Only those of robust Christian faith will be able to do the work. It is a great ministry to which visitors are called, and they should be brought to see its spiritual importance before they are sent forth as representatives of the Master Visitor and of the church. If this important matter is attended to in the interest of the highest efficiency of the Extension department, those who are selected as visitors will be God called, church elected men and women, and they will agree to do the work, not merely because they are asked to do so, but because they feel called of God to that particular service.

The visitors are the vitalizing element in the department, for the effectiveness of Extension department work depends largely upon its work of visitation. No

amount of effort through publicity or correspondence can take the place of personal contacts with those who are to be ministered to by this department. Neglect of visitation is really more hurtful here than in connection with the Sunday school classes, for in many cases the only personal contact which the Sunday school has with its Extension department members is through the visitors. Of course, there are many members of the department who come to the worship services of the church, and who occasionally can come to the Sunday school. But even with these, the ministry of visitation is needed if the members are to be inspired to do the required lesson study. Until one has the habit, firmly established, of studying the Bible daily, or at least weekly, those who are not faithfully and frequently visited will manifest a decided tendency to neglect it. The spirit of the visitor should be that of an ambassador of Christ. The impression must be made that the purpose of the visit is spiritual, not merely social, and certainly not professional.

## II. THE VISITOR IN ACTION

Just as the aim of any teacher for his individual pupil is to get him in contact with God's Word in such a vital way that he shall accept Christ as his personal Saviour and align his life by the principles of Jesus that he may become the finest Christian character possible, so the aim of the visitor in the Extension department is to make the contacts with his member so vital as to bring about Bible study, personal acceptance of Christ, and the development of Christian character. What a challenge to an Extension department visitor as he seeks to provide a real spiritual ministry for his members!

### 1. *Planning for Effective Visiting*

No visitor with the above conception of his task would then ask, "How often should I visit my members?" Their names will not be merely in his record book: he will carry them in his heart. He will be so personally inter-

ested in his members that prayer for them will be made daily. He will keep in such close touch with his members that he will know when a visit will be needed and appreciated. He will cultivate their acquaintance and bring friendliness and radiant good cheer into the lives of his members. He will seek to know their spiritual needs and will study and pray that they may be met. A visitor cannot hope to render much spiritual service unless there are frequent contacts. He needs to exercise good sense and tact and above all, needs in his visiting to follow the guidance of the Holy Spirit.

(1) *When to visit.*—The hour of a visit must be opportune. This will depend upon those who are to be visited. If it is a home visit, care should be taken, in some cases, to go on regular receiving days. In all home visitation, the visitor will need to know what time of the day such a call will be most acceptable. Attention to this detail will prevent the necessity for a second call, and will add to the pleasure and profit of the visit. If the call is upon a businessman or woman, downtown or in a factory, shop or other place of occupation, care should be taken to make the conversation brief and to the point. The visitor would do well to inquire whether there are any rules in the organization which prohibit visiting employees. This will save himself embarrassment and may save his member a reprimand.

(2) *Size of group.*—A consideration of the spiritual ministry of the visitor helps in deciding how many members each should have. There can be no set rule regarding this matter. Some visitors are more capable and have more time than others. Some members require much more personal attention than do others. Some live at great distances and much time and effort is wasted getting from one member to another, while in other cases the membership is more compact. Fifteen should be the maximum for the visitor's group. Few people can give the personal, prayerful attention that these members

need if there are more than fifteen in the group. Perhaps some visitors would do better work with eight or ten.

(3) *A balanced program of activities.*—In order to guarantee a balanced ministry, the visitor should plan definitely the work to be done for each member and for his entire group. The Standard of Excellence for Extension department groups is recommended as a guide or program for the visitor in planning for a more efficient ministry to his members. Copies of the group Standard may be secured from your state Sunday school secretary or from The Sunday School Department, Baptist Sunday School Board, Nashville 3, Tennessee.

(4) *Advance preparation for a visit.*—Visitors should make careful, prayerful preparation for each visit. They need to study their members to discover their spiritual needs and how they may best serve in meeting them. They need to have a systematic plan of lesson study, and to study the Sunday school lessons in the light of the needs of their members. Consideration should be given to physical preparation. Visitors need to study how best to approach their members or prospective members. A study of the elements which make up a successful visit will prove helpful.

## 2. *Relating to the Church and Its Program*

The visitor may become the tie that binds the member to the church and to its program. He may be the only contact that the member has. It is of supreme importance then that the visitor have a broad conception of the church and its program. It is possible to interest the members so that they will ask about the church services and for details of the work of the church. Some departments find that sending the church bulletin each week to the homes of the Extension department members is very effective. Information concerning the church, its financial condition, news of the Sunday school and other organizations, helps those who are church members to



feel that they have a part in it and are being depended upon for co-operation through their prayers, Bible study, contributions and whatever personal work they may be able to do. Each visit is an opportunity to magnify the church and make more real the values of membership. The visitors will seek to bring to church membership those who are Christians, but who have failed to unite with God's people. When conditions change for those physically disabled, or the working hours of the employed have shifted, the visitor should endeavor to get these back into the regular services of the church.

### 3. *Enlisting in Bible Study*

Under no circumstances should the person approached with a view to membership be made to feel that he is regarded as ignorant of the Bible or indifferent to religion. Rather should the visitor seek to point out the joy it would give others already members of the Sunday school to have him associated with them in Bible study.

The visitor needs to explain that the purpose of the department is to offer Bible study to those who cannot attend the Sunday sessions and that the Extension department members are a real part of the Sunday school. A tactful visitor will place in the hands of the prospective member the periodical to be studied and will seek to create interest in the lessons. Unless the visitor is himself genuinely interested in the lessons, he can scarcely hope to interest others. On the other hand, if they have meant much to him personally, he can help to make them mean much to his members. It is rather poor judgment to ask that the member spend a certain allotted amount of time on lesson study each day or each week. It is not the length of time that counts. But the visitor should impress on him the value of regular study, laying emphasis on daily study. If *The Better Home* is the periodical to be used by that particular member, it should be pointed out that the lessons are arranged for

study each day of the week. The other periodicals have daily Bible readings in addition to the lesson text and commentary.

It is obvious that no one periodical could meet the needs of all the members; therefore, the rule to follow is to provide the member with the lesson periodical that would best meet his needs. *The Better Home* is especially prepared for Extension department members and should adequately meet their needs. Certainly where an entire family is enrolled in the school through the Extension department, at least one copy of *The Better Home* should be included in the periodicals given them as it is ideal for home reading and for guidance in daily family worship. Those who would find a bulky magazine or quarterly an inconvenience will enjoy the use of *On the Wing with the Word*, a pocket-size commentary particularly suitable for those "on the wing." This quarterly is most popular with those who work on Sunday and at night.

For those who are temporarily in the Extension department and have been transferred from the classes meeting on Sunday, the quarterlies prepared for their own age groups are recommended. *On Duty for God and Country* has been prepared especially for those serving in the armed forces.

In enrolling a new member the use of the quarterly should be carefully explained.

Closely related to the study of the lesson is the keeping by each member of his record by weeks, through the month. The visitor should clip the individual report envelope to the inside cover of the quarterly or paste down the flap to lessen the danger of its being lost. The visitor should point out to the member the space for keeping his personal record of Bible study from week to week, and tell him how important it is that he keep the record so that the visitor will have a report to make at the end of the month as to what his members are doing. If the visitor has taken time to prepare the envelope for his member, by filling it out for him as completely

as possible, the member will feel that the visitor considers the record of great importance and will be more careful to keep it. It will also give the visitor a talking point regarding the record, regarding the lessons being followed and frequently concerning Christian stewardship.

In some schools, the regular church envelopes are used for the offering of the members, especially those who are members of the church. Sometimes the members want the visitors to take the envelopes to the church for them; sometimes they are sent in by other members of the family; sometimes the members can attend the preaching services frequently and take them themselves. For such members, the additional envelope need not be an embarrassment.

Then there are some members, who have the wrong attitude toward the church. These have to be "nursed" along. Mention, directly or indirectly, that an offering is expected often brings hurtful results with such members. So until their interest has been aroused, until they have begun Bible study and the visitor has had opportunity to bring to their attention the teachings concerning stewardship and missions it may be well not to leave an envelope at all.

However, most people do not want something for nothing and resent not being given the opportunity to contribute. We must be careful, tactful, considerate, and courteous in this matter, leading our members to give as God has prospered them. A careful, prayerful study of the members will reveal the proper approach to lead them to regular giving. Giving is as much a part of worship and spiritual growth as prayer and Bible study.

The visitor will find that if he can secure Bible study on the part of his members, all other things that he seeks to do for him will be made easier of accomplishment. The Word bears its own promise of success. If the member is not a Christian, Bible study prepares his heart for a personal experience. The Holy Spirit enlightens

the mind of him who reads the Word bringing conviction of sin. For the Christian the Bible is nourishment. Therefore, the visitor must see to it that the quarterlies are delivered each quarter, in ample time so that there may be no breaking of the schedule of Bible study on the part of his members.

If the member has kept no record of his study, tactful questions may reveal the number of lessons that have been studied and an opportunity may be made for introducing the lessons in such a way as to form in him a resolution to study them and also to keep his record. If the member has lost his envelope or his quarterly, scolding or a show of impatience or disappointment will have anything but a desirable effect. Every encouragement should be given to the member in his lesson study. This is the heart of all Sunday school work—getting the members to study God's Word.

Some members may not have a Bible. This should be determined in a tactful way and the member led to secure one of his own. The visitor may offer suggestions, if advisable, about the kind, size, and type of Bible best suited for study, as well as the place where the Bible may be secured.

Some members may not know how to use their Bibles. They may need some assistance in becoming acquainted with its use and also the use of a concordance and other lesson helps. If a visitor can tactfully assist in getting his members to be skilful in their handling of the Word, he will render to them a valuable spiritual service.

On the other hand, some of his members will not be satisfied merely with the material offered in the lesson periodical. This is particularly true of the shut-ins. The visitor can then assist in supplying additional material for further Bible study. The various study course books, both in the Training Course for Sunday School Workers and that provided for the Baptist Training Union, offer a splendid variety of such material. If the members are unable to buy these books, they may be

secured, perhaps from the church library which is often well patronized by Extension department members, especially where the visitors have acquainted their members with the books thus made available.

#### 4. *Encouraging Family Worship*

It ought to be easy to lead from the daily Bible readings to daily private devotions and naturally from daily devotions to family worship. The visitor should study the problems that confront the homes represented in his group, which seem to prevent maintaining family worship and have some practical suggestions to offer as how to overcome them. If the visitor, himself, is maintaining family worship and finds it a spiritual blessing in his own home, he will find a way to help his members to secure like benefits.

Visitors may aid in this by creating a desire for it and by suggesting a suitable time when the family, or most of it, can read the Word together and have prayer. Perhaps in some homes the best time would be at the breakfast table: in others, at the time of the evening meal. Of course, those who have no home, but who live alone in hotels and boarding houses, cannot maintain family worship, but their daily private devotions will take its place and will be so counted in the reports.

#### 5. *Supplying Christian Fellowship*

One cannot give consideration to the group comprising the Extension department membership without realizing that there is sadly lacking in the lives of many the joys and privileges of Christian fellowship. The visitor will use every means at his command to supply this lack, as far as possible. Not only through personal contacts, but through the department's quarterly meetings and the annual Extension department day will come opportunities for such fellowship. As the pastor and other interested church workers are informed regarding the members, they, too, may visit the members and make them feel their oneness in church fellowship.



### *6. Educating and Enlisting in Scriptural Giving*

As the visitor takes the periodical to the home, he will have frequent opportunity to interest the members in giving as an act of worship. At that time he will take the envelope which records the member's lesson study and his contribution. The offering is purely voluntary. The visitor can foster interest, leading his members to ask, for example, where the offering goes, and from this spark of interest may be fanned a flame which will result in the members becoming good Christian stewards. It will help to feed this interest if the visitor will occasionally tell some things of interest about our missionary work. The visitor should be well acquainted with the local church budget and with the missionary enterprises of the denomination. By no means should the impression be made that the member who contributes through the envelope is simply paying for his quarterly. Stewardship scriptures and tracts at the visitor's command constitute another means of developing the members in the grace of giving.

### *7. Bringing the Member and Pastor Together*

What an important ministry it is to bring the member and pastor together! Pastors have many calls upon their time and energy. The field is large, too large for him to cover it adequately alone. The visitors may become his comrades in service. As they discover those in spiritual distress and in sorrow or with some other need, they can tell the pastor enough of the situation to make his visit effective. By giving the pastor the proper background for his visit, he will be saved much time and effort. For the most part, these suggestions may be given in writing through the department secretary at the regular weekly officers and visitors' meeting. Sometimes, however, visits need to be made at once, and a delay may prove detrimental. The visitors will need in such matters to exercise much discrimination and they should endeavor in every possible way to aid the pastor.



In his visits, the visitor will often find opportunity to quote some particularly helpful word of the pastor, in a recent sermon, and thus whet the appetite of the member to hear the pastor preach. There are frequent occasions when a helpful word regarding his pastor may be said, and, of course, any word of criticism should be avoided. The visitor should seek to interest the members in church attendance. Some of the members may have been critical of the church, of some of its members, and perhaps of the pastor. To engage in an argument regarding such things will not only be unpleasant, but may do much harm. There is always something good that can be said of the pastor and the church. The wrong attitudes of disgruntled members may be corrected by kind words on the part of the visitor. Some may have ceased to grow as Christians because they have allowed some real or imaginary injury or injustice to affect their lives. When a visitor finds this to be true, he should seek prayerfully and humbly for the privilege of being used to re-establish proper relations. To restore to fellowship and service one who has been out of harmony with the church is a delicate task, but it holds great possibilities for good. Only the visitor who has a real hold on the Lord and is willing to be led by the Holy Spirit will undertake such work.

### *8. Enabling Members to Render Service*

Jesus recognized that those who loved him would desire to serve him. And how well he has prepared for that expression of the Christian life! What avenues of service are open today for those who would be partners with Jesus in kingdom enterprises! A visitor can render no more spiritual service to his members who are Christians than to find for them, or assist them in finding for themselves, an avenue of definite service. Even the shut-in members, whose life seems most circumscribed, can be a factor in furthering the cause of Christ. By presenting definite objects of prayer, leading them to help enlist others in Bible study, and inspiring them to seek

to win the lost to Christ, avenues of great usefulness will be found. The visitor should seek to discover what a member can do best and he will endeavor to find opportunities for service in accordance with his ability.

### 9. *Winning the Lost*

Winning the lost is the highest ministry of the visitor as it is the supreme business of the Sunday school, and of the Extension department. This gives purpose and significance to all of the work of the church. Every visit into the home of a member who is not a Christian should contribute in some definite way toward bringing him to Christ. This should be the visitor's most serious concern. He should seek opportunities to win the lost. He will study how best to use God's Word. Whatever else he may do for the members of the department, this is the great need of many—to be brought face to face with the Saviour and be led to full surrender to him. Nothing will so enrich the life of the visitor as this soul-winning ministry.

### 10. *Co-operating with Other Organizations*

When the contact in a home is made by the Extension department visitor, it should be for the entire household and for all that the church program offers. In other words, the visitor is not to be exclusively interested in his own member, but should be vitally interested in all who live in the home. If there are members of the family who should belong to other departments of the school, he will secure complete information regarding them and pass it on to the general enlistment officer of the school, who in turn will see that the department superintendents and teachers have the names and addresses of these prospects. The visitor will then do everything possible to aid the other departments in their enlistment.

Sometimes the visitor will find that a member cannot attend the Sunday school and the morning worship service because of the requirements of his work, but attendance at the Baptist Training Union and the evening

service might be possible for him. The visitor will seek to secure his attendance at these meetings. Perhaps a mother, or the caretaker of an invalid, cannot attend the Sunday school, but arrangements may be made for her to attend the Woman's Missionary Society meeting during the week. Countless are the possibilities for co-operation between the Extension department and the other organizations of the church. The visitor will be so much interested in the spiritual development of his members that he will do his utmost to enlist them in everything that the church has to offer in which it is possible for them to participate.

### 11. *Keeping Records and Making Reports*

While it may seem, on the surface, of small moment to have regularity in the method of enrolling members and making reports, there is much to be gained by full co-operation in these matters. Complete information regarding the members needs to be in hand. Therefore, when the visitor enrolls a new member he will fill out the classification slip as completely as possible, and later transfer the information to his record book. This will give him a picture of his member and to some extent acquaint him with his spiritual condition. Two copies of the classification slip should be given the department secretary without undue delay, preferably at the weekly meeting of the officers and visitors.

Each month the record of each individual should be transferred to the individual report page in the *Visitor's Record Book* from the individual report envelopes as soon as they are collected. When this record is carefully kept, the visitor will be able to note the progress of each member from month to month. He will feel encouraged when he sees improvement and will gain an idea as to what earnest effort will do toward the members' spiritual development. The visitor's monthly report to the department secretary should be based on the totals taken from the individual report page in the *Visitor's Record Book*. These reports should be made promptly and as com-

pletely as possible to the department secretary that he may get his report out in time for the various meetings at which he must report the work of the department. Failure to make report or delay in making it discourages the other workers and is actually discourteous.

If the visitor, because of some emergency, finds it impossible to look after the details of his work, he should report the fact at once to his superintendent, that there may be no neglect on the part of the department concerning the members, for whom everything possible is being done to create interest in the church and its program. A visitor should be led to feel that it is a rare privilege to be a visitor in the Extension department. He should experience the thrill of following in his Master's footsteps as he, too, goes about doing good.

#### QUESTIONS FOR REVIEW AND EXAMINATION

1. What type of persons should be enlisted for visitors? Why?
2. Discuss the spiritual ministry of the visitor.
3. What lesson periodicals are recommended for use in the Extension department? For whom is each recommended?
4. Give some special opportunities of the visitor for co-operating with other departments and church agencies.

## OUTLINE

## I. THE VISITOR'S RELATIONSHIP

## II. THE VISITOR IN ACTION

1. Planning for Effective Visiting
  - (1) When to visit
  - (2) Size of group
  - (3) A balanced program of activities
  - (4) Advance preparation for a visit
2. Relating to the Church and Its Program
3. Enlisting in Bible Study
4. Encouraging Family Worship
5. Supplying Christian Fellowship
6. Educating and Enlisting in Scriptural Giving
7. Bringing the Member and Pastor Together
8. Enabling Members to Render Service
9. Winning the Lost
10. Co-operating with Other Organizations
11. Keeping Records and Making Reports

## APPENDIX

### I. ORIGIN AND PROGRESS

It has been said that one never understands anything well until he understands it historically. That statement is true of the Bible; it is true of the Sunday school in general, and it is true of the Extension department.

While this department antedates all others as now designated, it comes last in the order of present organization, and, unfortunately, it is the last to receive attention by the majority of our Sunday schools. It is little wonder that the progress of the department has been rather slow when one considers the small attention that has been given to it in the average church. Until recently even in our Sunday school conventions and summer assemblies this phase of Sunday school work has had but scant notice. Happily, this lack is now being remedied, and the future of the Extension department grows brighter with every passing year.

#### 1. TWO PIONEERS

The Home department grew out of a recognized need for Bible study by those whom the Sunday school had not succeeded in enlisting as attendants upon its Sunday sessions.

Like the origin of the Sunday school, credit for which is now given to both Robert Raikes and William Fox, credit for the origin of the Home department must go to two men; viz.: Rev. Samuel Dike and Dr. W. A. Duncan.

(1) Rev. Samuel Dike, of Vermont, was the first to realize the need, and wrote an article on the subject in 1875.

In 1885, he published an article in the *Vermont Chronicle* in which he said:

"Every pastor and Sunday school superintendent has had occasion to regret that sickness, infirmity, or some



other cause beyond control, keeps numbers of the best of his church from active participation in the Sunday school service. There are others also who do not attend any public service, and who have resisted for various reasons all efforts to bring them into this service of the church. Sometimes one or two children only will attend out of a family. And on the border of our parishes there are always some families who cannot be reached by any Sunday school without great difficulty. These families cannot, or think they cannot, go to the church school. Something ought to be done for them. And those aged and infirm people, who have perhaps been in Sunday school most of their lives, hardly ought to be left without a taste of the cherished privilege of a lifetime. Now why not have a Home department for these classes?"

(2) Dr. W. A. Duncan, of New York State, seems actually to have inaugurated the Home department movement in 1881, the same year that the Christian Endeavor movement was started by Dr. Francis E. Clark.

## 2. PROMOTION BY THE INTERNATIONAL ASSOCIATION

Dr. Duncan was chairman of the Home Department Committee of the International Sunday School Association, serving from 1892 to 1911, when "because of his unstinted labor and great zeal for the Home department cause, he was made Honorary Chairman for life of the Home and Visitation Department of the Association."

### (1) *Movement Commended*

At the International Sunday School Convention held in Pittsburg, Pennsylvania, in 1890, the following resolution was adopted:

"Resolved, that we most heartily commend the Home department of the Sunday school as a practical and effective plan for increasing the extent and influence of Bible study and for the promotion of Christian effort, worthy of adoption by every Sunday school in the land."

## (2) *Response in the Field*

In 1896, the first year there was any compilation of statistics for the Home department, there were 130,232 members reported.

## (3) *A Decade of Growth*

In 1906, the number had grown to 905,944. While the statistics were not kept up, it is reasonable to assume that the number is now very much larger. It must be borne in mind that reports of Home department work are very incomplete. While the members of this department are supposed to be counted with the general Sunday school enrolment, many Sunday schools are derelict about reporting them, just as they are about reporting the number of church members enrolled in the Sunday school.

## (4) *Books and Pamphlets*

No great movement has succeeded without a proper literature. The books of the Home department which laid the foundation of the movement as fostered by the Association were:

*The Sunday School and the Home* (F. L. Brown, 1907)

*Home Classes and the Home Department* (M. C. Hazard, 1895)

*The Home Department of Today* (Flora V. Stebbins, 1907)

*The Blue, Brown and Red Books* (C. D. Meigs, 1901-1908)

*The Home Department* (Minnie K. L. Karnell, 1922)

## 3. DENOMINATIONAL DIRECTION

As has occurred in connection with practically every movement at first fostered by interdenominational agencies, the denominations in due time took over the work of their Home departments.

### (1) *Periodical Literature*

Our Sunday School Board first issued its *Home Department Magazine* in 1910, which reached a circulation of 80,000.

### (2) *First Textbook*

When the Sunday School Board began giving special attention to the development of this work, the movement received large impetus at the hands of Miss Lilian S. Forbes, former secretary of the Department of Elementary Sunday School Work. Miss Forbes, then an Elementary worker in Alabama, wrote a series of articles on the Home department, which appeared in *The Convention Teacher*. These articles were so well received, and were so comprehensive in their grasp and presentation of this important phase of our work, that they were afterwards published in textbook form and given wide distribution. Miss Forbes made a distinct contribution to Home department interest and efficiency.

### (3) *Organized Class Co-operation*

Valuable attention was given to co-operation with the Home department by the lamented former secretary of the Organized Class Department, Harry L. Strickland, in connection with his field work and in his chapters in "Building the Bible Class," published in 1919. During Mr. Strickland's period of service, beginning in 1917 and continuing until his death in 1924, there was considerable development of this work.

A splendid contribution to Home department ideals and methods was made by Mrs. W. L. Blankinship of Atlanta, Georgia, in a chapter devoted to that work which appeared in a book published in 1924, entitled, *The Department Sunday School*.

### (4) *Promotion by Department of Young People's and Adult Sunday School Work*

In 1925, William P. Phillips joined the forces of the Sunday School Board as secretary of the Department of

Young People's and Adult Sunday School Work, and as such has given much attention to what is now called the Extension department. A section in *Sunday School Young People and Adults*, the periodical edited by the department, has been regularly promoting the interests of the Extension department.

The second textbook, called *The Home and Extension Department of the Sunday School*, was written by the present author and published in 1930. The book grew out of a series of articles which appeared in *Sunday School Young People and Adults*. This greatly increased interest in the department and enlarged the scope of its ministry. For the first time a school was able to include each of the departments in its department training school or in an enlargement campaign.

#### (5) *Recent Developments*

Following the publication of the department textbook, a complete set of free literature for the department was prepared for general distribution. A simplified and complete monthly record system was devised and the way made clear for definite promotion on the field. Since September, 1933, a field worker has been definitely charged with the work of promoting the Extension department. The response and interest have been notable and encouraging. In May, 1934, the name of the department was officially changed to "Extension" department. The change met with a favorable response and aided greatly in the promotion of the work. On January 1, 1935, the name of the magazine, that had served the shut-ins so admirably for twenty-five years, was changed to "The Better Home," thus breaking the last tie with the former name of the department.

The appointment jointly by the Sunday School Board and the state Sunday school department of approved workers was another important step in the development of this department. While all the states have not had these workers, those under appointment have rendered a

notable service in promoting interest in the department throughout the South.

Extension department work is given a place in most assembly programs, associational and state conventions and in enlargement campaigns, conferences and training schools. During the Sunday School Conferences, at Ridgecrest, our Baptist Summer Assembly, the Extension department has been a part of the program. The Assembly offers splendid opportunities for presenting the department to an intensely interested group of leaders.

At the Southern Baptist Sunday School Conference held in Greenville, South Carolina, in 1928; Tulsa, Oklahoma, in 1929; and Jackson, Mississippi, in 1931, full consideration was given to the Extension department. At the Fifth Southwide Sunday School Conference held at Raleigh, North Carolina, January, 1935, great impetus was given to the work. Not only were the department conferences well attended, but Dr. T. L. Holcomb, then pastor of the First Baptist Church, Oklahoma City, Oklahoma, addressing the entire gathering, made the finest presentation that has ever been given the department. Echoes from his address rang over the entire Southern Baptist Convention. Churches everywhere began to accept his challenge to launch an "Enlist Every Church Member in Sunday School" campaign. Sunday school leaders in all the states seem at last to have grasped the amazing possibilities of the department.

Along with the new emphasis of the department has recently come the new plan of the Sunday School Board for promoting Sunday school work through the associational organization. This means that like the other departments of the school, the Extension department will have in each association a superintendent definitely charged with the responsibility for promoting this work in that field. In this way there should be rapid growth of departments in every section of the South and soon every church in the Convention will have had opportunity to hear of the department and its purposes and possibilities.



For three years Dr. E. P. Alldredge has placed the following comments in his report to the Southern Baptist Convention: "We are still 68 per cent unenlisted—and there is no Southwide effort, nor concerted movement, nor effective organization, and, apparently, no great desire to solve this problem or even to get at this biggest of all tasks among Southern Baptists. We are going on defaulting in the face of our biggest challenge!" But with the vigorous activity now becoming manifest in the promotion of Extension department work, there is every reason to believe that statistics will have to be revised and Dr. Alldredge will have occasion to write a new statement in his subsequent reports.

## II. SUGGESTED PROGRAMS

### 1. *Weekly Officers and Visitors' Meeting—A Demonstration Program*

(Requires ten people—superintendent, associate, secretary, six visitors. Time required—thirty minutes.)

#### (1) *Suggestions for the Superintendent for Report Period*

Have at least ten chairs and a table on the platform. The secretary will sit with you at the table. The associate superintendent and the pastor should sit near the front. Have chairs at a slant so the audience can see and hear the speakers. *Do not have a demonstration prayer.*

Begin with some word of appreciation; ask secretary for the report of the number present.

*Suggestions for the Secretary.*—You are to sit at the table, and when in the opening period the superintendent asks about those present, make a brief report that all are present, for instance. When the reports have been made, the superintendent will call for suggestions for visits the pastor may make, changes of address, and so forth, the visitors will pass a slip of paper to you. You may appear all along to take notes. When the associate superintendent presents the chart showing the progress



being made, hand out to each visitor an assignment of one or two names for special visitation.

*Suggestions for the Superintendent.*—Suggest that you know your workers have been doing some things of interest and helpfulness during the week, and that you are anxious to hear from each one. (The visitors will rise in order and give their reports as though spontaneously. No comments are necessary in between, unless you desire once or twice. You may stand or sit while they are making their reports, as is most natural for you, but ask the visitors to stand so they will be heard.)

### *Visitor's Reports*

NOTE.—Request the visitors to stand when they give these reports, in their own words, and as naturally as possible. They will want to turn in some slips to the secretary when the superintendent calls for changes of address, prospects for other departments, information for the pastor, and so forth. They should take notes on the pastor's discussion also.

#### *a. A Man*

Two of my members transferred to the Adult department Sunday. They seem so happy over being transferred. One came to see me Monday and thanked me for having helped him to become interested in Sunday school again, as he had not been able to attend in years because of his work. I have one other member whose work is likely to change, and I'm going to get him in the Adult department, too.

Since eight of my ten members are members of the church, I am planning to enlist them in subscribing to the church budget this week. One of my members has been quite ill, but is better. I can see all of them are going to be on the Honor Roll this quarter.

#### *b. A Woman*

This week I've enlisted two new members, so I now have sixteen. These are both young mothers and neither of them is a Christian. I know you will pray with me for them. The Cradle Roll superintendent reported the

names, and I know she will be glad to know that they have joined our Extension department. We need another visitor in my district, because sixteen is too many for me.

One of my members expressed her appreciation for the good time at our quarterly meeting. She said that she hadn't realized before that she might have the privilege of giving. She gave me \$5.00, and was delighted to know that it didn't go just for literature, but some of it went for missions, too. She is a "trunk" Baptist, but since she's put some of her treasure in our church, perhaps she can soon put her heart and life here also. I'm working and praying to bring that about.

#### c. *A Man*

A new family, the N. R. James, has moved into my district. They have promised to bring their letters Sunday. There is a Junior boy, an Intermediate girl, and a young man of nineteen. The father travels, and is seldom home on Sunday. I have the complete information here for the other departments, and hope that they will all be visited before next Sunday. The family lives at 1023 Grand Avenue. The next time the father is at home I hope to get him to join our Sunday school through the Extension department.

I now have nine enrolled in my group. All are Christians, but only one family has been having family worship. I've been working up to the point of enlisting them. I'd like to have some help sometime soon in our meetings on how to enlist in family worship.

#### d. *A Woman*

You remember what an active worker Mrs. George White used to be when she was Primary superintendent. Of course, you know she is an invalid now. She told me this week that since she had been reading *The Better Home* and using it at the breakfast table for family worship she had realized how starved she was for Bible study. She's an enthusiastic member of our department now. And Mr. White is getting enthusiastic too, especially over our campaign to enlist every church member

in Sunday school. I believe he would make an excellent visitor, Mr. Superintendent.

e. *A Man*

Yesterday I was in the Brown Hotel and talked a moment with the clerk on duty. He at once expressed his appreciation of what the department is doing. He said that he not only enjoyed the contacts with the visitor and other members of the department, but was enjoying the Bible study. I'd been wondering about all those strangers who have been attending our Sunday school and have been in the preaching services recently. I found out that this hotel clerk has been inviting the traveling men stopping over Sunday at his hotel to attend our church. He won a Western Union boy to Christ last week. That hotel clerk has been transformed all right.

f. *A Woman*

I've had a wonderful experience this week. As you know Mrs. Grigsby cannot leave her bed. But she's the best booster our department has. Everybody loves to go to see her, for she's always so cheerful and interested in everything. She calls me up after every service and wants to hear the details of the service, and you may be sure that she had been praying too. Well, the other day a neighbor dropped in to see her. This neighbor cares for her invalid father. Neither of them were Christians. Mrs. Grigsby talked with her, then called me. I went right over, and somehow the Holy Spirit used me to reach that woman's heart. Her invalid father is willing for the pastor to call and talk with him, too. I've never realized before what a privilege I had in being an Extension department visitor. I wouldn't trade jobs with anybody.

(2) *Suggestions to Superintendent for Planning Period*

When all have given their reports, ask them to give to the secretary any suggestions for the pastor's visiting, any prospects for other departments, new members, trans-

fers, changes of address, and so forth.

Recall to their minds that one visitor asked for help on enlisting in family worship. Ask the group if they would like to use that subject for the training period the following Wednesday night. They will assent. Suggest that visitors cannot hope to enlist others in family worship if they themselves do not have it. They have a week in which to get some first-hand experiences.

If there is some announcement the general superintendent has suggested, make it now. Present the associate superintendent.

### *Suggestions for the Associate Superintendent*

Express appreciation for the loyal efforts of the visitors. Suggest that the secretary has a few more prospects for each to work on during the week.

Announce the time of the next quarterly meeting—about a month ahead; appoint the following committees: transportation, program, refreshment, decoration. Ask that in the visits to members between now and then those who will need transportation be listed so that every one possible can attend. Some readjustments may be necessary for others to come. Urge that everything possible be done for a full attendance.

Prepare and place on blackboard a chart showing the progress made in enrolling the prospects by groups. This chart may also carry the number of unsaved prospects and members, the number of unenlisted church members who are department prospects, and other information vital to the building of the department membership.

### *(3) Suggestions to Superintendent for Training Period*

After the associate superintendent has finished, take a minute or two for a few words of appreciation and commendation for work done.

Present the pastor, who will speak for ten minutes on "How to Visit the Sick." Ask all the visitors to take notes. An alternate subject could be "Using the Scriptures in Soul-winning."

*Suggestions to the Pastor.*—(From an article by Robert Jolly, who is superintendent of a Baptist hospital, on "How to Visit the Sick.")

*Some Don't's*—(1) Don't enter unannounced or uninvited. (2) Don't go under four days in an operative case. (3) Don't go except during visiting hours. (4) Don't sit where patient has to strain to see. (5) Don't stay too long (three to five minutes is about right, ten the limit). (6) Don't have too strong odors, too many flowers. (7) Don't talk too loudly, the patient's nerves are on edge. (8) Don't whisper, the patient will suspect something wrong. (9) Don't sit on bed or shake it. (10) Don't stand too close, in infectious cases seven feet is safe. (11) Don't tell of illness or death of others. (12) Don't take children. (13) Don't alarm patient. (14) Don't take things to eat without knowledge and consent of nurse or doctor.

*Some Do's*—(1) Make yourself neat and attractive looking. (2) Make positive suggestions. (3) Keep smiling and cheerful. (4) Tell funny things, but not too violent jokes, you might break stitches loose. (5) Leave something: note, scripture, poem, one flower, and so forth. (6) Pray always before you go, but don't always pray when you go. God answers whether you're inside or outside the room. (7) Go frequently, but not too often, as there are others who want to visit, too—too much company is harmful.

*Suggestions for Superintendent.*—After the pastor has finished, suggest that the time for the prayer service has arrived, and that all go at once to the auditorium where we may pray together for those on our hearts.

## 2. Quarterly Meeting

### *Theme—Bible Study*

*Hymn.*—"Wonderful Words of Life"

*Prayer.*—By a department visitor

*Welcome.*—By department superintendent

*Scripture.*—Psalm 119:1-16, by a department member



*Talk.*—"Why Study the Bible," by the general superintendent

*Special Music.*—"I Know the Bible Is True"

*Talk.*—"How to Study the Bible"—by the pastor

*Roll Call.*—Presentation of new members and visitors

*Secretary's Report.*—Attendance at meeting, summary of visitor's reports for the quarter, highest ranking groups in Bible study and family worship, Honor Roll for quarter

*Last Quarter's Lessons.*—"What They Meant to Me"—by a member

*The New Quarter's Lessons.*—A preview by an associate superintendent

*Quotations from the Bible.*—Everybody

*Social Period.*—Directed by an associate superintendent

- (1) A division into groups. One puts on Bible charades, one locates Bible cities, one discovers Bible characters, another guesses Bible parables.
- (2) Refreshments—Candies wrapped in different colored cellophane served from baskets, or if a more elaborate menu is desired, find the food in the Bible, and the napkins and dishes to be used. Mark these on the blackboard or have them listed in the program booklet. Ask several to select three or four of them for their menu. When they look them up, they may have only dishes and water! A delightful menu can be worked out using only foods given in the Bible. "Words of Gold" and "Words of Silver," tiny books with scripture verses, serve as souvenirs. If one wishes to use them, they may be given only to those who have a Bible name.

---

**NOTE.**—It is designed that each one present be given a small program booklet shaped like a Bible.



### 3. *Annual Extension Department Day*

The following suggested program may take the place of the usual department program in the Adult or Young People's department and should not be allowed to exceed twenty minutes: *Soft Music*.—Before opening hour—"O Day of Rest and Gladness" and "Tread Softly"

*Hymn*.—"O Worship the King"

*Prayer*.—Of thanksgiving for the school and the Extension department members

*Welcome*.—By superintendent, recognition of those present

*Scripture*.—Psalm 103 or Joshua 1:8; Psalm 12:6; 19:7; Colossians 3:16

*Two-Minute Talk*.—By pastor on "The Blessings Brought by the Extension Department to the Church This Year"

*Minute Talks*.—By four members, each giving the particular blessing the department brought to him:

1. Systematic Bible Study—By a young man
2. Family Worship—By a young mother
3. Fellowship with God's People—By a semi-invalid
4. Knowledge of Christ and Membership in His Church—By a man who works on Sunday

*Quartet*.—"What a Friend We Have in Jesus"

\**Unveil Honor Roll*.—100 per cent members in Bible study for the year

\**Exhibit Annual Report*.—Showing enrolment, new members, members transferred to other departments, conversions, number joined church, number having family worship, contributions, number lessons studied each week, number attending Sunday school on the average, number of visits made.

*Introduction of Officers and Visitors*.—If there is time, one may speak for all on "The Joys of a Visitor"

---

\*If desired to save time on the program, the Honor Roll and the Annual Report of the department may be placed in the program booklet.

*Song.*—"Living for Jesus" or "Make Me a Blessing"—one stanza

*Assemble to Classes.*—Extension department members visit the classes in which they would be placed were they in regular attendance.

## OUTLINE

### I. ORIGIN AND PROGRESS

1. Two Pioneers
2. Promotion by the International Association
  - (1) Movement Commended
  - (2) Response in the Field
  - (3) A Decade of Growth
  - (4) Books and Pamphlets
3. Denominational Direction
  - (1) Periodical Literature
  - (2) First Textbook
  - (3) Organized Class Co-operation
  - (4) Promotion by the Department of Young People's and Adult Sunday School Work
  - (5) Recent Developments

### II. SUGGESTED PROGRAMS

1. Weekly Officers and Visitors' Meeting—A Demonstration Program
2. Quarterly Meeting
3. Annual Extension Department Day

Gardner Webb College Library





DATE DUE

APR 1 8 1973

HIGHSMITH 45-220

268.422  
W349e

22546

Watts, Joseph Thomas  
The extension department of the Sunday  
school

BX  
6223  
W35  
1936



BX6223 .W35 1936

Watts, Joseph T.

The extension department of th



0 0000 00060672 1

Gardner-Webb University Library